

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

DIRECTIVE
NUMBER 30-15

11 November 1998

PERSONNEL

Military Awards and Decorations

1. **Summary.** To provide policy and procedures pertaining to military awards and decorations. To foster morale and provide public recognition for meritorious service and acts of heroism or outstanding achievement.
2. **Applicability.** This Directive applies to joint activities assigned to or reporting through HQ USEUCOM including USEUCOM Logistics Coordination Cells, Offices of Defense Cooperation, Security Assistance Offices, Special Operations Command Europe, the Joint Analysis Center, the George C. Marshall European Center for Security Studies, NATO School and Joint/Combined Task Forces.
3. **Internal Control Systems.** This Directive contains internal control provisions but does not contain checklists for conducting internal reviews and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
4. **Suggested Improvements.** ECJ1-AA is the proponent for this Directive and suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ1-AAD, Unit 30400, Box 1000, APO AE 09128.
5. **References.**
 - a. DoD Manual 1348.33-M, Manual of Military Decorations and Awards.
 - b. AR 600-8-22, Army Military Awards.
 - c. SECNAVINST 1650.1F, Navy and Marine Corps Awards Manual.
 - d. AFI 36-2803, The Air Force Awards and Decorations Program.

This Directive supersedes ED 30-15 dated 17 Mar 97 and ED 30-15, Change 1 dated 10 Apr 97.

6. Explanation of Terms.

a. **Defense Decorations.** The term Defense Decorations used throughout this Directive refers to the five medals awarded by the Department of Defense to personnel assigned to joint activities. The decorations are the Defense Distinguished Service Medal (DDSM), the Defense Superior Service Medal (DSSM), the Defense Meritorious Service Medal (DMSM), the Joint Service Commendation Medal (JSCM) and the Joint Service Achievement Medal (JSAM).

b. **Joint Activity.** For the purpose of this Directive and the eligibility for Defense decorations, the term "joint" connotes activities, operations or organizations in which elements of more than one service of the United States, as reflected in joint manpower documents, perform joint missions under the auspices of the Office of the Secretary of Defense; the Chairman of the Joint Chiefs of Staff and the Joint Staff; or the commander of a Unified, Specified, or Combined Command.

c. **Joint Task Force (JTF).** A JTF is a force composed of assigned or attached elements of two or more military Departments, that is constituted and so designated by the Secretary of Defense, a Commander in Chief (CINC) or the commander of a subordinate unified command or an existing JTF.

d. **Meritorious Service.** Individual performance must exceed that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty. Awards given for service must normally cover the entire period of the controlled duty tour, plus any extensions and are normally awarded for a period of service greater than 12 months. Personnel serving a USEUCOM Consecutive Overseas Tour may be recognized for an additional meritorious service award after successfully completing the consecutive tour. Awards recommended for an End of Tour (EOT), Permanent Change of Station (PCS), Separation or Retirement are considered Service awards.

e. **Outstanding Achievement.** A recommendation for an achievement award should be submitted only when the achievement is of such magnitude that it cannot be recognized in any other way and to delay such recognition until completion of the individual's period of service would diminish the significance of the accomplishment. It normally covers a short period of time with definite beginning and ending dates. There are two types of achievement awards:

(1) **Impact Award:** An impact award is rare and is intended to recognize a single, specific act or accomplishment separate and distinct from regularly assigned duties, such as a special project. It is not intended to provide a means to authorize additional decorations or a decoration when the conditions for a completed period of service have not been fulfilled.

(2) **Achievement Award for Completion of Temporary Duty Assignment:** A recommendation for an achievement award may be submitted for service members assigned by official TDY orders to HQ USEUCOM or a HQ USEUCOM directed joint task force. The TDY orders must accompany the award submission. The achievement award is not intended to be an automatic award for TDY personnel assigned to HQ USEUCOM.

f. **Staff Office/Office Chief.** Throughout this directive the term Staff Office/Office Chief indicates the Chief of a HQ USEUCOM Staff element (i.e., ECIG, ECCM, ECCH, etc.). This term does not refer to divisions or branches of HQ USEUCOM directorates. This term also applies to Director and Deputy Director, George C. Marshall European Center for Security Studies; Commander, Joint Analysis Center; Commander, NATO School and Chiefs of Security Assistance Organizations.

7. General Policy.

a. The award system must have integrity and clearly recognize only the deserving. It is policy that normally there be only one service award for an individual's USEUCOM tour of duty. The presentation of multiple achievement awards to service members during their tour leaves little justification for a meritorious service award.

b. **Delegation of Award Approval Authority.** Within USEUCOM award approval authority has been delegated as shown below. NO FURTHER DELEGATION is authorized without written approval from the DCINCEUR. In general, officers at HQ USEUCOM in the grade of O6 and above in a Director/Deputy Director position have JSAM approval authority, and officers in the grade of O7 and above in a Director/Deputy Director position have JSAM and JSCM approval authority. Award submissions should always be approved/recommended by the Director and in only in the Director's absence, approved/recommended by the Deputy Director.

<u>POSITION</u>	<u>DMSM</u>	<u>JSCM</u>	<u>JSAM</u>
DCINCEUR	YES	YES	YES
Chief of Staff	NO	YES	YES
Director, ECJ1	NO	NO	YES
Deputy Director, ECJ1	NO	NO	YES
Director, ECJ2	NO	YES	YES
Deputy Director, ECJ2	NO	NO	YES
Director, ECJ3	NO	YES	YES
Deputy Director, ECJ3	NO	YES	YES
Director, ECJ4	NO	YES	YES
Deputy Director, ECJ4	NO	NO	YES
Director, ECJ5	NO	YES	YES

<u>POSITION</u>	<u>DMSM</u>	<u>JSCM</u>	<u>JSAM</u>
Deputy Director, ECJ5	NO	YES	YES
Director, ECJ6	NO	YES	YES
Deputy Director, ECJ6	NO	NO	YES
Director, ECSO	NO	YES	YES
Deputy Director, ECSO	NO	NO	YES
Director, ECRA	NO	YES	YES
Deputy Director, ECRA	NO	NO	YES
Director ECPA	NO	NO	YES
Director, Marshall Center (Military)	NO	YES	YES
Director, Marshall Center (Civilian)	NO	NO	YES
Deputy Director, Marshall Center	NO	NO	YES
Chief, ECCS-AS	NO	NO	YES
Chief, ECCH	NO	NO	YES
Chief, ECMD	NO	NO	YES
Chief, ECCM	NO	NO	YES
Chief, ECLA	NO	NO	YES
Chief, ECIG	NO	NO	YES
Chief, ECSM	NO	NO	YES
Chiefs, Security Assistance Organizations (O-6)	NO	NO	YES
Commander, ODC Turkey	NO	YES	YES
Commanders, ODCs (O-6)	NO	NO	YES
Commander, Joint Analysis Center	NO	NO	YES
Commander, NATO School	NO	NO	YES
Commander, Operation NORTHERN WATCH	NO	YES	YES

c. It is HQ, USEUCOM policy that awards be presented prior to the individual's departure from the command (PIN 'EM WHERE YOU WIN 'EM). Desired presentation dates on award recommendations should be established that will allow for appropriate award ceremonies to be conducted prior to an individual's departure. Therefore, it is imperative that the following established timelines for submission of award recommendations be strictly enforced.

(1) Defense Distinguished Service Medal (DDSM) and Defense Superior Service Medal (DSSM) recommendations must be submitted a minimum of **120 days prior to the ending date of the award or the requested presentation date, whichever is sooner.**

(2) Defense Meritorious Service Medal (DMSM) recommendations must be submitted **60 days prior to the ending date of the award or the requested presentation date, whichever is sooner**. DMSM recommendations for impact awards must be submitted **60 days prior to the desired presentation date**.

(3) Joint Service Commendation Medal (JSCM) and Joint Service Achievement Medal (JSAM) recommendations:

(a) JSCM or JSAM requiring Chief of Staff, HQ USEUCOM approval: The recommendation must be submitted **30 days prior to the ending date of the award or requested presentation date, whichever is sooner**. JSCM and JSAM impact award recommendations, requiring Chief of Staff, HQ USEUCOM approval, must be submitted **30 days prior to requested presentation date**.

(b) JSCM or JSAM approved by Directorate/Staff Offices: The recommendation must be submitted **15 days prior to the ending date of the award or requested presentation date, whichever is sooner**. JSCM and JSAM impact award recommendations, approved by the Directorate/Staff Offices, must be submitted **15 days prior to the requested presentation date**.

(4) For Service specific awards see paragraph 16b for required submission time frames.

(5) For award recommendations to members of Foreign Military Services see paragraph 17c for required submission guidance.

d. Limitations and restrictions for Defense awards:

(1) To preserve the integrity of decorations, recommendations must be restricted to the recognition of meritorious service, outstanding achievement, or acts of heroism that are incontestably exceptional and of a magnitude that clearly place an individual above his/her peers. Reassignment, separation or retirement of an individual is not in itself a basis for recommendation of an award. No preconditions can be set for military awards. Military awards cannot be used as prizes in competitions (i.e. service members of the quarter/year).

(2) The DDSM, DSSM, DMSM, JSCM and JSAM may not be awarded to foreign military personnel.

(3) The JSAM cannot be awarded to anyone in the grade of O-6 or above.

(4) Only one decoration will be awarded for the same act, achievement or period of service.

(5) Only under the most unusual circumstances will the DDSM, DSSM or DMSM be awarded as an achievement award for outstanding performance during a TDY.

(6) Being under operational control of a joint activity does not constitute Defense decorations eligibility.

(7) Personnel who are assigned to Military Department components that are subsequently attached or TDY/TAD to a joint activity for administrative or exercise purposes shall not be eligible for a Defense decoration.

(8) Individual service members performing as part of a unit whose mission is Service specific, such as a member of a mobile training team (MTT), are not eligible for Defense decorations.

(9) No Defense decoration shall be awarded or presented to any service member whose entire service during or after the time of the distinguished act, achievement or service has not been honorable.

(10) Any Defense decoration for a distinguished act, achievement or service may be revoked if facts, later determined, would have prevented original approval of the decoration.

e. A recommendation for award of a military decoration may be submitted by any person, other than the individual being recommended, having first hand knowledge of the act, achievement or service believed to warrant awarding a decoration. Preferred recommendations are initiated by the individual's commander or supervisor.

f. Departing commanders or supervisors desiring to recommend awards for individuals remaining in the command, should leave written recommendations with their successors. Recommendations for awards for individuals reassigned within the same command should be forwarded to the new commander or supervisor.

g. Individuals departing USEUCOM prior to completion of a normal overseas tour because of retirement, separation, medical evacuation, compassionate/humanitarian reassignment or other extenuating circumstances may be recommended for an award.

h. In recognition of outstanding achievement, Defense decorations may be awarded to service members on TDY to a joint activity. The achievement must be of a truly outstanding nature.

i. Justification for award of Defense decorations shall be based on meritorious service and achievement while assigned to a joint activity. The fact that a Service member may retire from active duty from a joint assignment shall not be used to request or justify a higher level award than the actual service, achievement, or tenure in the joint assignment, supports. In other words, Defense award recommendations must be based purely on the tour of joint service and not the

Service member's entire career. In those instances where length of the joint terminal assignment, or degree of responsibility, would not qualify a Service member of an appropriate level Defense award on retirement, recommending officials may consider recommending the Service member for a Service award. Any Defense decoration may be awarded on retirement or separation of an eligible Service member. The award recommendation must stand on its own and not take into account the Service member's previous assignments.

j. Award recommendations should be initiated by the activity to which the recommended individual is assigned. When a recommendation is initiated by another activity, coordination with the individual's assigned activity must be accomplished (i.e. should ECJ1 recommend MAJ Jones of ECJ3 for an award, then ECJ1 must coordinate with ECJ3 before processing the recommendation).

8. Defense Distinguished Service Medal (DDSM) and Defense Superior Service Medal (DSSM).

a. General.

(1) The DDSM is awarded for exceptionally distinguished performance of duty that contributes to national security or defense affairs at the highest levels. Normally, such responsibilities will be held by the most senior officers, such as the Chairman and Vice Chairman of the Joint Chiefs of Staff; the Chiefs and Vice Chiefs of the Services; and Commanders and Deputy Commanders of the Unified Commands whose duties bring them into direct contact with the Secretary of Defense and other senior officials. The DDSM may be awarded to other senior officers who serve in positions of great responsibility or whose direct and individual contributions to national security or defense are recognized as being so exceptional in scope and value as to be equivalent to contributions normally associated with positions encompassing broader responsibilities. The Secretary of Defense is the approval authority for the DDSM. HQ USEUCOM HISTORICAL PRECEDENCE: Limited to General/Flag Officers.

(2) The DSSM shall be awarded only to members of the Armed Forces of the United States who rendered superior meritorious service in a position of significant responsibility. Normally, such responsibilities will be held by senior officers, such as the Directors and Deputy Directors and Division Chiefs (O-6). The Chairman of the Joint Chiefs of Staff is the approval authority for the DSSM. HQ USEUCOM HISTORICAL PRECEDENCE: Minimum 1 year of service as an O-6 Division Chief.

b. Recommendations, narratives, proposed citations and proposed forwarding endorsements for DDSM and DSSM will be prepared using formats shown in Appendixes A and B and submitted to HQ USEUCOM, ECJ1-AAD, a minimum of 120 days prior to the ending date of the award or requested presentation date.

c. Recommendations for these decorations will be signed by or endorsed through the Director/Office Chief within HQ USEUCOM or by Commanders of USEUCOM joint activities to DCINCEUR (ECJ1-AAD).

d. The narrative justification will be limited to four, double spaced, typewritten pages using 12 point Courier font and must be specific and factual, giving concrete examples of exactly what the individual did, how it was accomplished and what benefits or results were derived which significantly exceeded expected duty performance. Name specific plans, programs, or actions that have benefited, or progressed to a point where results expected at some future date can be accurately predicted. See Appendixes A and B for narrative description and standard opening and closing statements.

e. A proposed citation, prepared in accordance with Appendix A or B, must accompany each award recommendation. See Appendixes A and B for narrative description and standard opening and closing statements.

f. A proposed forwarding endorsement, limited to one page (8 1/2" x 11"), single spaced using CG Times font, size 12, must accompany the award recommendation. It will be prepared IAW instructions in Appendixes A and B.

g. Recommendations for the DDSM and DSSM will be reviewed by ECJ1-A, forwarded through DCINCEUR for signature and forwarded to the appropriate approval authority.

9. Defense Meritorious Service Medal (DMSM).

a. General. Members of the U.S. Armed Forces who distinguished themselves by non-combat meritorious service or achievement while assigned to a joint activity in USEUCOM are eligible for the DMSM. The DMSM is specifically intended to recognize exceptionally meritorious service performance and to honor an individual's accomplishments over a sustained period. Normally, the DMSM is awarded to Branch Chief level officers, field grade officers and senior noncommissioned officers who have performed exceptionally noteworthy service. The Deputy Commander in Chief, Europe is the approval authority for the DMSM. HQ USEUCOM HISTORICAL PRECEDENCE: Minimum 2 years of service at HQ USEUCOM.

b. Recommendations for service awards must reach HQ USEUCOM (ECJ1-AAD) a minimum of 60 days prior to the ending date of the award or 60 days prior to the desired presentation date, whichever is sooner. Impact awards must be submitted a minimum of 60 days prior to the requested presentation date. Recommendations will be recommended by or endorsed by the Director/Office Chief prior to forwarding to ECJ1-AAD.

c. Recommendations for the DMSM will be prepared in one of the following two formats:

(1) EU Form 30-15c (Appendix P): This form is available on PerForm Pro or Delrina Form Flow, and will be used if access to either program is available. Instructions for preparing EU Form 30-15c are at Appendix Q.

(2) DoD Standard Format. Any activity not having access to PerForm Pro or Delrina Form Flow will use the format shown in Appendix C, or will request copies of the electronic form from ECJ1-AAD.

d. Award Justification: The justification must be specific and factual, giving concrete examples of exactly what the individual did, how it was accomplished, and what benefits or results were derived which significantly exceeded expected duty performance. Name specific plans, programs, or actions that have benefited, or progressed to a point where results expected at some future date can be accurately predicted.

(1) EU Form 30-15c: The justification will be prepared in bullet format and is limited to the space provided in Block 22 of EU Form 30-15c. Continuation pages are not authorized.

(2) DoD Standard Format: The justification will be limited to two, double spaced, typewritten pages using 12 point Courier font. See Appendix C for the narrative description's standard opening and closing statements.

e. Proposed Citations.

(1) EU Form 30-15c: The citation is limited to the space provided in Block 25 of the form. Continuation pages are not authorized. Standard opening and closing statements must be used in the citation (see Appendix C).

(2) DoD Standard Format: The citation will be prepared in accordance with the instructions in Appendix C and must accompany each award recommendation. Standard opening and closing statements must be used in the citation (see Appendix C).

f. Recommendations for the DMSM will be reviewed by ECJ1-AAD and certificates will be prepared in final form for forwarding to the DCINCEUR for approval. Once the DCINCEUR approves the DMSM, ECJ1-AAD will complete the citation in final form and prepare necessary award orders. Award elements (certificate, citation and orders) will be forwarded to the recommending activity for appropriate ceremony.

10. **Joint Service Commendation Medal (JSCM).**

a. General. Members of the U.S. Armed Forces who distinguished themselves by meritorious service or achievement while assigned to a joint activity in USEUCOM are eligible for the JSCM.

b. There are multiple approval authorities for the JSCM within HQ USEUCOM:

(1) HQ USEUCOM Chief of Staff: Recommendations must be received by ECJ1-AAD 30 days prior to the ending date of the award or 30 days prior to the requested presentation date, whichever is sooner. Impact awards, requiring HQ USEUCOM Chief of Staff approval must be submitted 30 days prior to the requested presentation date.

(2) Directors/Office Chiefs in the grade of O-7 and above within HQ USEUCOM: Recommendations must be received by ECJ1-AAD 15 days prior to the ending date of the award or 15 days prior to the desired presentation date, whichever is sooner. Impact awards, approved by the Director/Officer Chief, must be submitted 15 days prior to the requested presentation date.

c. Recommendations for the JSCM will be prepared in one of the following two formats:

(1) EU Form 30-15c (Appendix P): This form is available on PerForm Pro or Delrina Form Flow, and will be used if access to either program is available. Instructions for preparing EU Form 30-15c are at Appendix Q.

(2) DoD Standard Format. Any activity not having access to PerForm Pro or Delrina Form Flow will use the format shown in Appendix D, or will request copies of the electronic form from ECJ1-AAD.

d. Award Justification: The justification must be specific and factual, giving concrete examples of exactly what the individual did, how it was accomplished, and what benefits or results were derived which significantly exceeded expected duty performance. Name specific plans, programs, or actions that have benefited, or progressed to a point where results expected at some future date can be accurately predicted.

(1) EU Form 30-15c: The justification will be prepared in bullet format and is limited to the space provided in Block 22 of EU Form 30-15c. Continuation pages are not authorized.

(2) DoD Standard Format: The justification will be limited to two, double spaced, typewritten pages using 12 point Courier font. See Appendix D for the narrative description's standard opening and closing statements.

e. Proposed Citations.

(1) EU Form 30-15c: The citation is limited to the space provided in Block 25 of the form. Continuation pages are not authorized. Standard opening and closing statements must be used in the citation (see Appendix D).

(2) DoD Standard Format: The citation will be prepared in accordance with the instructions in Appendix D and must accompany each award recommendation. Standard opening and closing statements must be used in the citation (see Appendix D).

f. Recommendations for the JSCM will be reviewed by ECJ1-AAD and certificates will be prepared in final form for forwarding to the approving authority. Once the approving authority signs the certificate, ECJ1-AAD will complete the citation in final form and prepare necessary award orders. Award elements (certificate, citation and orders) will be forwarded to the recommending activity for appropriate ceremony.

11. Joint Service Achievement Medal (JSAM).

a. General. Members of the U.S. Armed Forces who distinguished themselves by outstanding performance of duty or meritorious achievement while assigned to a joint activity in USEUCOM are eligible for the JSAM.

b. There are multiple approval authorities for the JSAM within HQ USEUCOM:

(1) HQ USEUCOM Chief of Staff: Recommendations must be received by ECJ1-AAD 30 days prior to the ending date of the award or 30 days prior to the requested presentation date, whichever is sooner. Impact awards, requiring HQ USEUCOM Chief of Staff approval must be submitted 30 days prior to the requested presentation date.

(2) Directors/Office Chiefs in the grade of O-7 and above within HQ USEUCOM: Recommendations must be received by ECJ1-AAD 15 days prior to the ending date of the award or 15 days prior to the desired presentation date, which ever is sooner. Impact awards, approved by the Director/Officer Chief, must be submitted 15 days prior to the requested presentation date.

c. Recommendations for the JSAM will be prepared in one of the following two formats:

(1) EU Form 30-15c (Appendix P): This form is available on PerForm Pro or Delrina Form Flow, and will be used if access to either program is available. Instructions for preparing EU Form 30-15c are at Appendix Q.

(2) DoD Standard Format. Any activity not having access to PerForm Pro or Delrina Form Flow will use the format shown in Appendix E, or will request copies of the electronic form from ECJ1-AAD.

d. Award Justification: The justification must be specific and factual, giving concrete examples of exactly what the individual did, how it was accomplished, and what benefits or results were derived which significantly exceeded expected duty performance. Name specific plans, programs, or actions that have benefited, or progressed to a point where results expected at some future date can be accurately predicted.

(1) EU Form 30-15c: The justification will be prepared in bullet format and is limited to the space provided in Block 22 of EU Form 30-15c. Continuation pages are not authorized.

(2) DoD Standard Format: The justification will be limited to two, double spaced, typewritten pages using 12 point Courier font. See Appendix E for the narrative description's standard opening and closing statements.

e. Proposed Citations.

(1) EU Form 30-15c: The citation is limited to the space provided in Block 25 of the form. Continuation pages are not authorized. Standard opening and closing statements must be used in the citation (see Appendix E).

(2) DoD Standard Format: The citation will be prepared in accordance with the instructions in Appendix E and must accompany each award recommendation. Standard opening and closing statements must be used in the citation (see Appendix E).

f. Recommendations for the JSAM will be reviewed by ECJ1-AAD and certificates will be prepared in final form for forwarding to the approving authority. Once the approving authority signs the certificate, ECJ1-AAD will complete the citation in final form and prepare necessary award orders. Award elements (certificate, citation and orders) will be forwarded to the recommending activity for appropriate ceremony.

12. **Administrative Responsibilities of JSCM/JSAM Approval Authorities.** Awarding authorities not co-located with HQ USEUCOM at Patch Barracks will assume all administrative responsibilities for processing JSCMs/JSAMs to conclusion, this includes, preparing JSCM/JSAM citation, certificate, and orders. Awarding authorities will forward a copy of each approved award recommendation, approval document, certificate, citation and orders to ECJ1-AAD. The ORIGINAL ORDERS and copies of Orders Logs will be forwarded to ECJ1-AAD no later than January of every year for the previous year (1998 Original Orders and Logs will be forwarded by January 1999, etc.). Additionally, an electronic data base, using MICROSOFT ACCESS will be maintained by the approving activity and forwarded either on disk or electronically to ECJ1-AAD in January of each year for the previous year. Awarding authorities will return disapproved recommendations to initiators stating the reason(s) for award disapproval. Award files, order files and order logs are items of inspection by the HQ USEUCOM IG.

13. **The Military Outstanding Volunteer Service Medal (MOVSM)**. The MOVSM may be awarded to members of the Armed Forces of the United States and their Reserve Components who, subsequent to 31 December 1992, perform outstanding volunteer community service of a **sustained, direct and consequential** manner. Approval authorities for the Military Outstanding Volunteer Service Medal are HQ USEUCOM's O-7s or above with JSAM approval authority.

a. To be eligible, an individual's service must:

- (1) Be to the civilian community, to include the military family community;
- (2) Be significant in nature and produce tangible results;
- (3) Reflect favorably on the Military Service and the Department of Defense;

(4) Be of a sustained and direct nature. While no specific log of individual service is required or encouraged, a service member should normally perform a sustained, direct hands-on community service over a 3 year period. Members assigned to deploying unit may include deployed time in the 3 year period.

b. Although minimal requirements are left up to the awarding authority, service performance must be of a sustained long term nature. Awarding authorities will ensure the service to be honored merits the special recognition afforded by this medal. The MOVSM is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purposes of this award, attending membership meetings or social events of a community service group or attending occasional Scout meetings would not normally be considered qualifying service, while manning a community crisis action phone line or serving as a Boy or Girl Scout leader for 3 years would. The overall level of volunteer participation and impact of an individual's community service is key to determining whether award of the MOVSM is justified.

c. The MOVSM recognizes service provided to a community over time, therefore multiple awards of the MOVSM during a single tour of duty are not authorized. However, approval authorities may consider a sustained record of significant community service performed during successive tours when adjudicating recommendations for award of the MOVSM.

d. Service recognized by award of the MOVSM shall be of a voluntary nature, not detailed or tasked, nor performed as part of a military mission.

e. Procedures for submitting recommendations for the MOVSM.

(1) Army - Complete DA Form 638. Accomplishments and community services can be continued on a blank page.

(2) Navy - Complete OPNAV Form 1650/3. Accomplishments and community services will be listed on a blank page.

(3) Air Force - Memorandum format. Use the same memo format as a JSAM and list accomplishments on a blank page.

(4) Marine Corps - Complete OPNAV Form 1650/3. Accomplishments and community services will be listed on a blank page.

(5) An optional nomination format is contained at Appendix S. This format may be used to recommend the MOVSM for members of any Service in lieu of Service specific forms.

f. Upon receipt of an MOVSM recommendation, ECJ1-AAD will forward to the approval authority (if applicable). Recommendations requiring Chief of Staff approval must be received by ECJ1-AAD 30 days prior to the requested presentation date.

g. No orders, citation or certificate are issued for the MOVSM. ECJ1-AAD will forward a copy of the approved recommendation to the awardee's servicing personnel center for necessary entry to the Service record. The approved recommendation and medal set will be forwarded to the recommending office for presentation.

14. **USEUCOM Certificate of Achievement/Appreciation.**

a. The USEUCOM Certificate of Achievement (EUCOM Form 34B, Appendix J) *can be* awarded to U.S. military and civilian personnel assigned, attached, or in direct support of USEUCOM in recognition of faithful or commendable service or achievement which does not meet the standards required for the JSAM, Service Achievement Medals, or honorary awards. HQ USEUCOM Directors/Office Chiefs may award EUCOM Form 34B for personnel assigned to their activities, or under their operational control, in lieu of a certificate signed by the DCINCEUR. Certificates for service members of the Quarter/Year are prepared for DCINC's signature.

b. The USEUCOM Certificate of Appreciation (EUCOM Form 30-15B Appendix K) *can be* awarded to foreign nationals, U.S. military and civilian personnel, and organizations in recognition

of outstanding contributions to the welfare and benefit of American military and civilian communities and for strengthening the bonds of friendship and cooperation between host nation and U.S. military or American communities. HQ USEUCOM Directors/Office Chiefs may award USEUCOM Form 30-15B for personnel assigned to their activities, or under their operational control, in lieu of a USEUCOM Certificate of Appreciation signed by the DCINCEUR.

c. Requests for certificates that require DCINCEUR signature should reach HQ USEUCOM (ECJ1-AA) a minimum of 30 days prior to the desired presentation date. Certificates should be signed by the DCINC or CoS only if the achievement was a USEUCOM function or benefited the entire USEUCOM, otherwise, Directors or Office Chiefs should sign certificates whenever possible.

d. Recommendations for the USEUCOM Certificate of Achievement/ Appreciation that require signature by the DCINCEUR will be prepared in original and one copy using the format shown in Appendix I. A proposed citation will accompany each recommendation.

e. Recommendations for the USEUCOM Certificate of Achievement/Appreciation, requiring DCINCEUR signature, will be signed by the Director/Office Chief within HQ USEUCOM or Commander of USEUCOM joint activities and forwarded to DCINCEUR (ECJ1-AA) for review, recommendation and forwarding to the DCINCEUR for approval/disapproval.

f. When DCINCEUR approval is deemed inappropriate and Directors/Office Chiefs desire to approve a HQ USEUCOM Certificate of Achievement/Appreciation, USEUCOM Forms 34B or 30-15B will be used, respectively. ECJ1-AAD will provide these forms on a case-by-case basis. Directors/Office Chiefs will establish internal procedures to process these certificates and ensure timely presentation.

g. USEUCOM Form 30-15A (Appendix L), Certificate of Appreciation, with the Army Command Sergeant Major insignia superimposed on it is for the exclusive use of the USEUCOM Command Sergeant Major. Any requests or recommendations for this certificate must be sent to the Command Sergeant Major.

h. USEUCOM Form 36 (Appendix T), Certificate of Completion. These certificates are available from the HQ, USEUCOM Publications and Forms Section for use by activities conducting training sessions. The Director/Office Chief that directed the training should sign these certificates.

15. Letters/Memorandums of Appreciation/Commendation. Letters/ Memorandums of Appreciation/ Commendation may be initiated by supervisors in recognition of acts, achievements, or service which do not meet the criteria for award of a USEUCOM Certificate of Achievement/ Appreciation, the JSAM, or Military Department decorations.

a. Letters/Memorandums of Appreciation or Commendation will be prepared in original and two copies. The original copy will be presented to the individual concerned, and two copies will be forwarded through service command channels to the appropriate Service Element (ECJ1) for distribution, filing, or disposition as required by applicable Military Department directives. Normally, such documents will be signed by the Director/Office Chief, Commander, or head of staff concerned. Examples of letters are at Appendixes M, N and O.

b. Letters/Memorandums of Appreciation pertaining to U.S. Army personnel may be filed in official personnel records only when directed by a Service Secretary or higher.

16. **Military Department Decorations.** Recommendations for Army, Navy, Marine, and Air Force personnel will be referred to HQ USEUCOM, ECJ1-AAD for review and forwarding to the appropriate approval authority. Recommendations for Service unique awards will be prepared on the required Service forms and those which must be forwarded outside HQ USEUCOM for approval will be accompanied by a draft forwarding endorsement. Final forwarding endorsements will be prepared by ECJ1-AAD for forwarding to DCINCEUR/Chief of Staff for signature.

a. The following is a listing of Military Department Approval Authorities within HQ USEUCOM:

(1) Army: Chief of Staff:

Legion of Merit (**Retirement only**)
Meritorious Service Medal
Army Commendation Medal
Army Achievement Medal
Military Outstanding Volunteer Service Medal

(2) Air Force: Senior HQ USEUCOM Air Force Officer (Maj Gen and above):

Meritorious Service Medal
Air Force Commendation Medal
Air Force Achievement Medal
Aerial Achievement Medal
Military Outstanding Volunteer Service Medal

(3) Navy and Marine Corps:

None at HQ USEUCOM. EXCEPTION: O-7 and above with JSAM approval authority can approve the Military Outstanding Volunteer Service Medal.

b. Recommendations for Service-specific awards should reach HQ USEUCOM (ECJ1-AAD) a minimum of 180 days prior to the ending date of the award for awards that must be forwarded to approval authorities outside HQ USEUCOM, or 60 days prior for recommendations that are approved at HQ USEUCOM.

c. Recommendations that must be prepared on the forms indicated below IAW procedures in references 5b, 5c, or 5d.

(1) Army: DA Form 638 or 638-1.

(2) Navy/Marine Corps: OPNAV 1650/3 (Rev 3-76).

(3) Air Force: Recommendations for Decorations Printout, DECOR6, will be provided by USAFE JSS, Personnel Affairs Section.

d. A citation limited to one typewritten page (8 1/2" x 11") using 12 point Courier font must accompany each award recommendation, except for Army submissions on DA Form 638. Citations will be prepared according to samples contained in Appendixes A, B, or C.

17. Awards for Members of Allied Forces.

a. Foreign nationals are eligible for service-specific awards, not Defense awards. Award recommendations initiated for foreign nationals within HQ USEUCOM and subordinate activities will be prepared IAW procedures contained in Chapter 8, reference 5a, and appropriate Military Department directives and forwarded through channels to DCINCEUR (ECJ1-AAD) for review and processing.

b. Recommendations must include the following:

(1) Ambassadorial Concurrence;

(2) Defense Attaché Concurrence;

(3) SAO Chief Concurrence (in those countries where there is an SAO);

(4) Biographical Summary (must include Date and Place of Birth);

(5) Proposed Citation;

(6) Narrative Justification.

(7) Proposed forwarding endorsement (forwarding endorsements will be signed by the DCINC).

c. Normal processing time for awards to foreign nationals is six months or longer. This time period must be considered and coordination with ECJ1-AAD is essential before arranging any award ceremonies for foreign nationals.

d. Recommendations will be submitted electronically via the HQ, USEUCOM Secret LAN or on a 3.5 inch diskette in MICROSOFT WORD.

18. **Electronic Recommendations.** All recommendations for award will be transmitted to ECJ1-AAD via the HQ USEUCOM Secret LAN "MAIL" program or will be accompanied by a 3.5 in diskette. Recommendations sent via the SLAN will be addressed to the "J1_AWARDS" public group. Sending an electronic recommendation does not negate the requirement for a **signed** copy of the recommendation. Sending the recommendation electronically allows ECJ1-AAD to begin processing, however, no recommendation will be forwarded to the approving authority until a signed original recommendation is received. If the award recommendation was prepared using PerForm Pro or Delrina Form Flow, the EU Form 30-15c file will be forwarded to ECJ1-AAD. If the award recommendation is submitted in the standard DoD format, the recommendation will be prepared in MICROSOFT WORD and the file forwarded to ECJ1-AAD.

19. **Return of Award Recommendations.**

a. Recommendations may be returned for administrative correction or inclusion of essential supporting data. These recommendations are not considered as having been removed from official channels, and they must be returned without delay for processing or HQ USEUCOM (ECJ1-AAD) must be notified that the recommendation is being withdrawn.

b. When a recommendation for an award is not approved, the appropriate awarding authority may award a lesser decoration.

20. **Boilerplate/Template Award Recommendations.** Under no conditions will boilerplated or templated award recommendations be submitted. Each award recommendation must stand on its own, numerous individuals cannot have the same duties and accomplish them in the same manner.

21. **Classified Award Recommendations.** Recommendations for awards may be classified only in those cases where the nature of the service or achievement was classified. The narrative should include only that classified information necessary to substantiate the recommendation. The citation **must** be unclassified.

22. **HQ USEUCOM Awards Board.** Defense Awards outside established Joint Staff or HQ USEUCOM historical precedence guidance must be reviewed by the HQ USEUCOM Awards Board. HQ USEUCOM Deputy Directors will be the members of the board. If the Deputy Director is unavailable, they may request an O-6 or above within their Directorate to attend on their behalf. The board member of the Directorate to which the individual is assigned will not

make a recommendation for the award. The Board will vote and forward a recommendation (approve, disapprove or downgrade) to the appropriate approval authority for final approval, disapproval or downgrade. The Awards Board will be held on a monthly basis, as required and will be chaired by the ECJ1-Adjutant General. ECJ1-AAD will make arrangements for the date, time, place and notification to board members.

23. **Reconsideration of Disapproved/Downgraded Recommendations.** When a lesser decoration than that recommended has been awarded or the recommendation was disapproved and the originator believes the recommended decoration is warranted, reconsideration requests containing additional justification may be submitted to the awarding authority.

a. Requests for reconsideration, limited to two double-spaced type-written pages, must be submitted in the formats shown in Appendix F, G & H. A copy of the original recommendation, with endorsements, and the proposed citation must be enclosed.

b. Requests for reconsideration must be forwarded through the same channels as the original recommendation and placed in official channels within one year from the date of the awarding authority's decision. One reconsideration by the awarding authority will be conclusive.

c. If the recommended award is approved, the awarding authority will revoke the lesser award if one had been previously approved.

24. **Award Ceremonies.** Timely presentation of awards is essential. Formal presentation ceremonies should be conducted prior to the individual's departure from the command. Close coordination with the Public Affairs Office to permit appropriate publicity of the event is encouraged. Guidelines for presentation of awards within USEUCOM:

a. ECJ1-AAD is responsible for routing award elements to the appropriate Directorate/Staff Office for presentation.

b. Awards to Directors/Office Chiefs will be presented by DCINCEUR. Presentation arrangements will be made by Command Protocol. Presentation ceremonies in the DCINCEUR's office will normally include Directors/Office Chiefs and personal guests of the recipient.

c. Arrangement of ceremonies and the presentation of awards to all other individuals will be the responsibility of the respective Director/Office Chief. An exception to this policy may be made when an individual is retiring from active duty. The retiree may request a senior officer from his/her Service to present the retirement decoration. The Public Affairs Office will be notified in advance of the presentation to permit appropriate press coverage.

11 November 1998

25. **Mailing of Completed Awards.** In the event an award is not completed in time for presentation prior to the individual's departure, it is the responsibility of the recommending activity to forward the award to the individual. ECJ1-AAD will provide the recommending activity with the completed award certificate, citation, orders and medal set.


26. **Activity Points of Contact.** Each activity (Directorate/Staff Office/ODC/SAO/ULCC or associated activity) will appoint a single point of contact (POC). This POC, in addition to executive officers will receive information from the ECJ1 Awards Section concerning the status of all working awards. This POC will be the conduit through which all information concerning awards currently in the system will be promulgated. The activity POC will be the only person to contact the awards section concerning working awards and to pick up or deliver award products.

27. **Timeliness of Award Submissions:** In order to ensure an individual receives their award prior to their departure, time frames outlined in paragraph 7.c.(1-5) must be enforced. Statistics reflecting on-time rates will be forwarded to the Directors/Office Chiefs on a monthly basis.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

MICHAEL A. CANAVAN
Lieutenant General, USA
Chief of Staff



SUSAN M. MEYER
LTC, USA
Adjutant General

DISTRIBUTION:

P

Appendixes

- A - Format for DDSM Recommendations, Narratives, Citations and Proposed Forwarding Endorsements
- B - Format for DSSM Recommendations, Narratives, Citations and Proposed Forwarding Endorsements
- C - Format for DMSM Recommendations, Narratives, Citations and Proposed Forwarding Endorsements
- D - Format for JSCM Recommendations, Narratives, Citations and Proposed Forwarding Endorsements
- E - Format for JSAM Recommendations, Narratives, Citations and Proposed Forwarding Endorsements
- F - Format for Reconsideration of DDSM
- G - Format for Reconsideration of DSSM

Appendixes (Cont)

- H - Format for Reconsideration of DMSM and below
- I - Format for HQ USEUCOM Certificate of Achievement/
Appreciation Recommendations
- J - Sample of HQ, USEUCOM Certificate of Achievement
- K - Sample of HQ, USEUCOM Certificate of Appreciation
- L - Sample of HQ, USEUCOM CSM Certificate of Appreciation
- M - Format for Letter/Memorandum of Appreciation/Commendation
(Air Force)
- N - Format for Letter/Memorandum of Appreciation/Commendation
(Army)
- O - Format for Letter/Memorandum of Appreciation/Commendation
(Navy & Marine Corps)
- P - Format for Late Award Recommendations Endorsement
- Q - Sample USEUCOM Form 30-15c, Recommendation for Defense
Award
- R - Instruction for completing USEUCOM Form 30-15c
- S - Optional format for MOVSM

11 November 1998

APPENDIX A

Format for DDSM Recommendation

(Letterhead)

ECJX (672)

(DATE)

MEMORANDUM THRU

Deputy Commander in Chief, United States European Command, ATTN:
ECJ1-AAD, APO AE 09128

Director for Manpower and Personnel, Office of the Joint
Chiefs of Staff, Washington, DC 20318-1000

FOR Secretary of Defense, Washington, DC 20301-5000

SUBJECT: Recommendation for Award of the Defense Distinguished
Service Medal (First Oak Leaf Cluster) - Grade, First, MI, Last
Name, Branch of Service

1. Under the provisions of DoD 1348.33-M, recommend the following
individual be awarded the Defense Distinguished Service Medal
(First Oak Leaf Cluster) for exceptionally distinguished
meritorious service.

a. Grade, First Name, MI, Last Name, Service, and Social
Security Number.

b. Organization and Command of assignment.

c. Grade and Duty Assignment at the time of act or service.

d. Specific inclusive dates for which recommended. (NOTE:
Inclusive dates should be as follows: PCS - one day prior to the
projected departure date; Separation - same as date of separation;
Retirement - one day prior to effective date of retirement. When
an individual retires, the inclusive dates will only be for the
period of the joint duty assignment.)

e. Service member to be reassigned permanent change of
station (relieved from active duty) on (date).

f. Presentation is desired on (date).

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APPENDIX A (Cont)

DDSM

ECJX

SUBJECT: Recommendation for Award of the Defense Distinguished Service Medal (First Oak Leaf Cluster) - Grade, First, MI, Last Name, Branch of Service

g. Request award be forwarded to (complete mailing address and zip code).

h. No other recommendation for award to this individual is pending, and no previous award has been made for the service and dates described herein.

i. Previous personal decorations: (List all awards but do not include campaign or service medals, Good Conduct Medals, etc.)

j. Point of contact and DSN number:

2. Enclosed are the narrative description of service rendered and the proposed citation.

2 Encls
as

(Signature of Recommending Official)

11 November 1998

APPENDIX A (Cont)
DDSM

NARRATIVE DESCRIPTION

The narrative should be specific and factual, giving concrete examples of exactly what the individual did, how it was accomplished, what benefits or results were realized, and why or how such benefits or results significantly exceeded distinguished or superior performance of duty. **NARRATIVES FOR THE DDSM WILL NOT EXCEED FOUR DOUBLE-SPACED TYPEWRITTEN PAGES WITH 1" MARGINS, UTILIZING 12 Point COURIER FONT.** When using acronyms, the complete meaning shall be used followed by the acronym in parenthesis. Paragraph format as shown on this example is standard for all Joint narrative description.

OPENING SENTENCE:

Lieutenant General Brian K. Hamilton, United States Air Force, distinguished himself by exceptionally distinguished service as (state duty assignment and organization) from (day, month, year) to (day, month, year). During this period, General Hamilton displayed forceful leadership and innovative management techniques in guiding intelligence efforts for the entire United States European Command.

APPENDIX A (Cont)
DDSM
NARRATIVE DESCRIPTION (Cont)
(PCS)

The distinctive accomplishments of Lieutenant General Hamilton reflect great credit upon himself, the United States Air Force and the Department of Defense.

(RETIREMENT)

The distinctive accomplishments of Lieutenant General Hamilton culminate a long and (long is only used when service is for 30 years or more) distinguished career in the service of his country and reflect great credit upon himself, the United States Air Force and the Department of Defense.

(Posthumous Award)

Lieutenant General Hamilton's sustained outstanding performance of duty in dedicated service to his country reflects great credit upon himself, the United States Air Force and the Department of Defense.

11 November 1998

APPENDIX A (Cont)
DDSM

CITATIONS

CITATIONS FOR THE DDSM WILL BE PREPARED AS SHOWN IN THE SAMPLE ON THE NEXT PAGE. NO ACRONYMS WILL BE USED ON CITATIONS. Format shown on the example is standard for DDSM and DSSM citations.

OPENING SENTENCE

Lieutenant General Brian K. Hamilton, United States Air Force, distinguished himself by exceptionally distinguished service as (state duty assignment and organization) from (day, month, year) to (day, month, year). During this period, General Hamilton displayed forceful leadership and innovative management techniques in guiding intelligence efforts for the entire United States European Command.

CLOSING SENTENCES:
(PCS)

The distinctive accomplishments of Lieutenant General Hamilton reflect great credit upon himself, the United States Air Force and the Department of Defense.

(Retirement)

The distinctive accomplishments of Lieutenant General Hamilton culminate a long and (long is only used when service is for 30 years or more) distinguished career in the service of his country and reflect great credit upon himself, the United States Air Force and the Department of Defense.

(Posthumous Award)

Lieutenant General Hamilton's sustained outstanding performance of duty in dedicated service to his country reflects the highest credit upon himself, the United States Air Force and the Department of Defense.

APPENDIX A (Cont)
DDSM

CITATION TO ACCOMPANY THE AWARD OF THE
DEFENSE DISTINGUISHED SERVICE MEDAL
(FIRST OAK LEAF CLUSTER)

TO

BRIAN K. HAMILTON

Lieutenant General Brian K. Hamilton, United States Air Force, distinguished himself by exceptionally distinguished service as (state duty assignment and organization) from (day, month, year) to (day, month, year). During this period, General Hamilton displayed forceful leadership and innovative management techniques in guiding intelligence efforts for the entire United States European Command. The distinctive accomplishments of Lieutenant General Hamilton reflect great credit upon himself, the United States Air Force and the Department of Defense. The maximum length of a DDSM citation is 18 double spaced lines. If for first or subsequent OAK LEAF CLUSTER, the maximum length is 17 double spaced lines. This is an example of a FIRST OAK LEAF cluster. The font cannot be reduced to allow for more verbage. This line maximum is to allow two inches on the bottom for placement of a seal. Use CG TIMES BOLD ITALIC 14 POINT for the top of the citation and CG TIMES ITALIC 12 POINT for the body of the citation. DO NOT DEVIATE FROM FONT TYPE AND SIZES. Paper Size/Type is 8.5" x 11", Standard. Top/Bottom Margin is 1". Justification is FULL for body of citation. These citations are finalized by DoD upon approval of the award.

APPENDIX A (Cont)
DDSM

NOTES on the format for DDSM Narratives and Citations

1. Narratives for the DDSM must be prepared on 8 1/2 x 11 inch plain bond paper and **WILL NOT EXCEED FOUR DOUBLE SPACED TYPEWRITTEN PAGES WITH 1" MARGINS, UTILIZING 12 Point COURIER FONT.** Narratives exceeding the four page limit will be returned for correction.
2. Citations for the DDSM must be prepared on 8.5 x 11 inch plain bond paper and **WILL NOT EXCEED THE LINE LIMITATIONS LISTED ON THE PRECEDING EXAMPLE.** Citations exceeding the example limit will be returned for correction.
3. The opening sentence must identify the awardee by grade, full name, duty assignment (except where the act was not performed as part of a duty assignment), location, and the inclusive dates.
4. The body of the citation should be written in narrative style, using short, simple, direct, and accurate facts in straightforward language. Avoid superfluous adjectives and other embellishments. Limit the body of the citation to about four good sentences.
5. Confine the closing to one sentence which will personalize the summation by use of the awardee's name and his/her attributes.
6. Avoid the use of code names in the citation. Do not use any acronyms or abbreviations, other than Jr., Sr., II, etc., following the individual's name. For compound grade titles, such as First Lieutenant, Staff Sergeant, etc., spell out the complete grade title in the opening and closing sentence, and use the short title for the balance of the citation; e.g., Colonel, Sergeant, etc. The only exception to this rule is for Marines, always refer to the service members by the full rank, example Staff Sergeant. Avoid compound verbs; i.e., instead of saying "his efforts have resulted ..." say "his efforts resulted"
7. For retirement awards, do not use the word "long" in the closing sentence except for retirement awards for 30 years or more service.
8. Do not modify the opening/closing sentences on the narratives and citation, since they are standard for each level of award.
9. USE OF ACRONYMS IN THE CITATION IS NOT AUTHORIZED.
10. 12 point courier is the only font authorized throughout the narrative. 14 point and 12 point CG TIMES font are the only authorized fonts for citations.

11 November 1998

ED 30-15

APPENDIX A (Cont)
DDSM

Format for DDSM Proposed Forwarding Endorsement

ECDC (ECJX/Orig Date) 1st End Author/typist initial/phone #
SUBJECT: Recommendation for Award of the Defense Distinguished Service Medal --
Lieutenant General Brian K. Hamilton, United States Air Force

HQ, United States European Command, ATTN: ECDC, APO AE 09128

THRU Director for Manpower and Personnel, Joint Staff, Washington, DC 20318-1000

FOR Secretary of Defense, Washington, DC 20301-5000

1. This paragraph should be a condensed version of the Narrative Description and should contain the most important points of the recommendation. Do not exceed one page single spaced, CG Times Point Size 12 is the required font with one inch margins all around.

2. Award of the Defense Distinguished Service Medal is recommended.

2 Encls
nc

C.S. ABBOT
Admiral, USN
Deputy Commander in Chief

11 November 1998

APPENDIX B

Format for DSSM Recommendation

(Letterhead)

ECJX (672)

(DATE)

MEMORANDUM THRU

Deputy Commander in Chief, United States European Command, ATTN:
ECJ1-AAD, APO AE 09128

Director for Manpower and Personnel, Office of the Joint
Chiefs of Staff, Washington, DC 20318-1000

FOR Chairman, Joint Chiefs of Staff, Washington, DC 20301-5000

SUBJECT: Recommendation for Award of the Defense Superior Service
Medal - Grade, First, MI, Last Name, Branch of Service

1. Under the provisions of DoD 1348.33-M, recommend the following
individual be awarded the Defense Superior Service Medal for
distinguished superior service.

a. Grade, First Name, MI, Last Name, Service, and Social
Security Number.

b. Organization and Command of assignment.

c. Grade and Duty Assignment at the time of act or service.

d. Specific inclusive dates for which recommended. (NOTE:
Inclusive dates should be as follows: PCS - one day prior to the
projected departure date; Separation - same as date of separation;
Retirement - one day prior to effective date of retirement. When
an individual retires, the inclusive dates will only be for the
period of the joint duty assignment.)

e. Service member to be reassigned permanent change of
station (relieved from active duty) on (date).

f. Presentation is desired on (date).

g. Request award be forwarded to (complete mailing address
and zip code).

11 November 1998

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APPENDIX B (Cont)
DSSM

ECJX

SUBJECT: Recommendation for Award of the Defense Superior Service Medal - Grade, First, MI, Last Name, Branch of Service

h. No other recommendation for award to this individual is pending, and no previous award has been made for the service and dates described herein.

i. Previous personal decorations: (List all awards but do not include campaign or service medals, Good Conduct Medals, etc.)

j. Point of contact and DSN number:

2. Enclosed are the narrative description of service rendered and the proposed citation.

2 Encls
as

(Signature of Recommending Official)

APPENDIX B (Cont)
DSSM

NARRATIVE DESCRIPTION

The narrative should be specific and factual, giving concrete examples of exactly what the individual did, how it was accomplished, what benefits or results were realized, and why or how such benefits or results significantly exceeded distinguished or superior performance of duty. **NARRATIVES FOR THE DSSM WILL NOT EXCEED FOUR DOUBLE-SPACED TYPEWRITTEN PAGES WITH 1" MARGINS, UTILIZING 12 Point COURIER FONT.** When using acronyms, the complete meaning shall be used followed by the acronym in parenthesis. Paragraph format as shown on this example is standard for all Joint narrative description.

OPENING SENTENCE:

Brigadier General Susan M. Meyer, United States Army, distinguished herself by exceptionally superior service (achievement) as (state duty assignment and organization) from (day, month, year) to (day, month, year). During this period, General Meyer's outstanding leadership abilities in a dynamic politico military environment contributed significantly to the United States Defense policy and goals in Turkey.

CLOSING SENTENCE:
(PCS)

The distinctive accomplishments of Brigadier General Meyer reflect great credit upon herself, the United States Army and the Department of Defense.

APPENDIX B (Cont)
DSSM

CLOSING SENTENCE:

(Retirement Award)

The distinctive accomplishments of Brigadier General Meyer culminate a long and (long is only used when service is for 30 year or more) distinguished career in the service of his country and reflect great credit upon herself, the United States Army and the Department of Defense.

(Posthumous Award)

The distinctive accomplishments of General Meyer in the dedicated service to her country reflect great credit upon herself, the United States Army and the Department of Defense.

11 November 1998

APPENDIX B (Cont)

DSSM

CITATIONS

CITATIONS FOR THE DSSM WILL BE PREPARED AS SHOWN IN THE SAMPLE ON THE NEXT PAGE. NO ACRONYMS WILL BE USED ON CITATIONS. Format shown on the example is standard for DDSM and DSSM citations.

OPENING SENTENCE

Brigadier General Susan M. Meyer, United States Army, distinguished herself by exceptionally superior service as (state duty assignment and organization) from (day, month, year) to (day, month, year). During this period, General Meyer displayed forceful leadership and innovative management techniques in guiding intelligence efforts for the entire United States European Command.

CLOSING SENTENCES:

(PCS)

The distinctive accomplishments of Brigadier General Meyer reflect great credit upon herself, the United States Army and the Department of Defense.

(Retirement)

The distinctive accomplishments of Brigadier General Meyer culminate a long and (long is only used when service is for 30 years or more) distinguished career in the service of her country and reflect great credit upon herself, the United States Army and the Department of Defense.

(Posthumous Award)

The singularly distinctive accomplishments of Brigadier General Meyer in dedicated service to her country reflect great credit upon herself, the United States Army and the Department of Defense.

APPENDIX B (Cont)
DSSM

CITATION TO ACCOMPANY THE AWARD OF THE
DEFENSE SUPERIOR SERVICE MEDAL
TO

SUSAN M. MEYER

Brigadier General Susan M. Meyer, United States Army, distinguished herself by exceptionally superior service as (state duty assignment and organization) from (day, month, year) to (day, month, year). During this period, General Meyer displayed forceful leadership and innovative management techniques in guiding intelligence efforts for the entire United States European Command. The distinctive accomplishments of Brigadier General Meyer reflect great credit upon herself, the United States Army and the Department of Defense. The maximum length of a DSSM citation is 18 lines. If for first or subsequent OAK LEAF CLUSTER, the maximum length is 17 lines. The font cannot be reduced to allow for more verbage. This line maximum is to allow two inches on the bottom for placement of a seal. Use CG TIMES BOLD ITALIC 14 POINT for the top of the citation and CG TIMES ITALIC 12 POINT for the body of the citation. DO NOT DEVIATE FROM FONT TYPE AND SIZES. Paper Size/Type is 8.5 x 11", Standard. Top/Bottom Margin is 1". Justification is FULL for body of citation. These citations are finalized by JCS upon approval of the award.

APPENDIX B (Cont)
DSSM

NOTES on the format for DSSM Narratives and Citations

1. Narratives for the DSSM must be prepared on 8 1/2 x 11 inch plain bond paper and **WILL NOT EXCEED FOUR DOUBLE SPACED TYPEWRITTEN PAGES WITH 1" MARGINS, UTILIZING 12 Point COURIER FONT.** Narratives exceeding the four page limit will be returned for correction.
2. Citations for the DSSM must be prepared on 8.5 x 11 inch plain bond paper and **WILL NOT EXCEED THE LINE LIMITATIONS LISTED ON THE PRECEDING EXAMPLE.** Citations exceeding the example limit will be returned for correction.
3. The opening sentence must identify the awardee by grade, full name, duty assignment (except where the act was not performed as part of a duty assignment), location, and the inclusive dates.
4. The body of the citation should be written in narrative style, using short, simple, direct, and accurate facts in straightforward language. Avoid superfluous adjectives and other embellishments. Limit the body of the citation to about four good sentences.
5. Confine the closing to one sentence which will personalize the summation by use of the awardee's name and his/her attributes.
6. Avoid the use of code names in the citation. Do not use any acronyms or abbreviations, other than Jr., Sr., II, etc., following the individual's name. For compound grade titles, such as First Lieutenant, Staff Sergeant, etc., spell out the complete grade title in the opening and closing sentence, and use the short title for the balance of the citation; e.g., Colonel, Sergeant, etc. The only exception to this rule is for Marines, always refer to the service members by the full rank, example Staff Sergeant. Avoid compound verbs; i.e., instead of saying "his efforts have resulted ..." say "his efforts resulted"
7. For retirement awards, do not use the word "long" in the closing sentence except for retirement awards for 30 years or more service.
8. Do not modify the opening/closing sentences on the narratives and citation, since they are standard for each level of award.
9. USE OF ACRONYMS IN THE CITATION IS NOT AUTHORIZED.
10. 12 point courier is the only font authorized throughout the narrative. 14 point and 12 point CG TIMES font are the only authorized fonts for citations.

11 November 1998

ED 30-15

APPENDIX B (Cont)
DSSM

Format for DSSM Proposed Forwarding Endorsement

ECDC (ECJX/Orig Date) 1st End Author/typist initial/phone #

SUBJECT: Recommendation for Award of the Defense Superior Service Medal - Brigadier General Susan M. Meyer, United States Army

HQ, United States European Command, ATTN: ECDC, APO AE 09128

THRU Director for Manpower and Personnel, Joint Staff, Washington, DC 20318-1000

FOR Chairman, Joint Chief of Staff, Washington, DC 20301-5000

1. This paragraph should be a condensed version of the Narrative Description and should contain the most important points of the recommendation. Do not exceed one page single spaced, CG Times Point Size 12 is the required font with one inch margins all around.

2. Award of the Defense Superior Service Medal is recommended.

2 Encls
nc

C.S. ABBOT
Admiral, USN
Deputy Commander in Chief

11 November 1998

APPENDIX C

Format for DMSM Recommendation

(Letterhead)

ECJX (672)

(Date)

MEMORANDUM FOR Deputy Commander in Chief, United States European
Command, ATTN: ECJ1-AAD, APO AE 09128

SUBJECT: Recommendation for Award of the Defense Meritorious
Service Medal

1. Recommend the following individual be awarded the Defense Meritorious Service Medal for meritorious service (or achievement).

a. Grade, first name, middle initial, last name, Service, and social security number.

b. Duty assignment, organization of assignment.

c. Specific inclusive dates for which recommended (enter date, month, and year).

d. Service member to be reassigned permanent change of station (retired from active military service) (relieved from Active Duty) on_____.

e. Desired presentation date is_____. Forward award elements to_____ for presentation.

f. Previous Service or Defense decorations: (Do not include campaign or service ribbons, Good Conduct Medals, etc.)

g. No other award to this individual for this action is pending, and no previous award has been made for the act or service described herein.

h. Performance Efficiency (Effectiveness) Reports have been consistent with the performance indicated in the citation.

i. Point of contact and DSN number:

11 November 1998

ED 30-15

APPENDIX C (Cont)

Format for DMSM Recommendation

ECJX

SUBJECT: Recommendation for Award of the Defense Meritorious Service Medal - Grade, First, MI, Last Name, Branch of Service

2. Enclosed are the narrative description of the service (or achievement) and the proposed citation.

2 Encls
as

(Signature of recommending
official)

11 November 1998

APPENDIX C (Cont)
DMSM

NARRATIVE DESCRIPTION:

The narrative should be specific and factual, listing concrete examples of exactly what the member did, how it was accomplished, and what benefits or results were realized that significantly exceeded expected performance of duty. Paragraph format as shown on this example is standard for all Joint narrative description.

NARRATIVE DESCRIPTION WILL NOT EXCEED TWO DOUBLE-SPACED TYPEWRITTEN PAGES WITH 1" MARGINS, UTILIZING 12 Point COURIER FONT.

OPENING SENTENCE:

Lieutenant Colonel Sandra A. Selby, United States Air Force, distinguished herself by exceptionally meritorious service (achievement) as (duty assignment or while assigned to (office)), Headquarters, United States European Command from (day, month, year) to (day, month, year).

During this period, the outstanding professional skill, leadership, and ceaseless efforts of Colonel Selby resulted in major contributions to the effectiveness and success of various nationally critical programs.

APPENDIX C (Cont)
DMSM

CLOSING SENTENCES:

(PCS)

The distinctive accomplishments of Lieutenant Colonel Selby reflect great credit upon herself, the United States Air Force and the Department of Defense.

(Retirement Award)

The distinctive accomplishments of Lieutenant Colonel Selby culminate a long and (long is only used when service is for 30 years or more) distinguished career in the service of her country and reflect great credit upon herself, the United States Air Force and the Department of Defense.

(Posthumous Award)

The distinctive accomplishments of Lieutenant Colonel Selby in the service of her country reflect great credit upon herself, the United States Air Force and the Department of Defense.

11 November 1998

APPENDIX C (Cont)**DMSM****CITATIONS**

CITATIONS FOR THE DMSM WILL BE PREPARED AS SHOWN IN THE SAMPLE ON THE NEXT PAGE. NO ACRONYMS WILL BE USED ON CITATIONS. Format shown on the example is standard for DMSM, JSCM and JSAM citations.

OPENING SENTENCE

Lieutenant Colonel Sandra A. Selby, United States Air Force, distinguished herself by exceptionally meritorious service as Chief, Policy Division, Plans and Policy Directorate, Headquarters, United States European Command from 3 April 1985 to 4 May 1987.

CLOSING SENTENCES:

(PCS)

The distinctive accomplishments of Lieutenant Colonel Selby, reflect great credit upon herself, the United States Air Force and the Department of Defense.

(Retirement)

The distinctive accomplishments of Lieutenant Colonel Selby culminate a long and (long is only used when service is for 30 years or more) distinguished career in the service of her country and reflect great credit upon herself, the United States Air Force and the Department of Defense.

(Posthumous Award)

The distinctive accomplishments of Lieutenant Colonel Selby in the service of her country reflect great credit upon herself, the United States Air Force and the Department of Defense.

11 November 1998

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APPENDIX C (Cont)
DMSM

CITATION TO ACCOMPANY THE AWARD OF THE

DEFENSE MERITORIOUS SERVICE MEDAL

TO

SANDRA A. SELBY

Lieutenant Colonel Sandra A. Selby, United States Air Force, distinguished herself by exceptionally meritorious service as Chief, Policy Division, Plans and Policy Directorate, Headquarters, United States European Command from 3 April 1995 to 4 May 1998. The distinctive accomplishments of Lieutenant Colonel Selby reflect great credit upon herself, the United States Air Force and the Department of Defense. The maximum length of any citation is 11 lines. If for first or subsequent OAK LEAF CLUSTER, the maximum length is 10 lines. The font cannot be reduced to allow for more verbage. This line maximum is to allow two inches on the bottom for placement of a seal. Use CG TIMES BOLD ITALIC 14 POINT for the top of the citation and CG TIMES ITALIC 12 POINT for the body of the citation. DO NOT DEVIATE FROM FONT TYPE AND SIZES. Paper Size/Type is 11" x 8.5", Standard. Top/Bottom Margin is 2.45", 0.25". Justification is FULL for body of citation. Xxxxxx xx xxxxx xx xxxxxx xxxxxx x xxxxxxxx Xxxxxxxx xx xxx xx xxxxxxxx xxxxx xx x xxxxxxxx xxx xxxxxx xx xxxxxxxx xxxxxx xxxxxxxxxxx xxxxxx xxxxxxxxxxx xxxxxx xx x xxxxxx xxx xxxxxxxx xxxxxx xx. Xxxxx xxxxxx xxx xx xxxxxx xxxxxx xxxxxx xxxxxxxx xxxxxx xx xxxxxxxx xxxxxx xx xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx.

APPENDIX C (Cont)

NOTES on the format for DMSM Narratives and Citations

1. Narratives for the DMSM must be prepared on 8 1/2 x 11 inch plain bond paper and **WILL NOT EXCEED TWO DOUBLE SPACED TYPEWRITTEN PAGES WITH 1" MARGINS, UTILIZING 12 Point COURIER FONT.** Narratives exceeding the two page limit will be returned for correction.
2. Citations for the DMSM must be prepared on 11 x 8.5 inch plain bond paper and **WILL NOT EXCEED THE LINE LIMITATIONS LISTED ON THE PRECEDING EXAMPLE.** Citations exceeding the example limit will be returned for correction.
3. The opening sentence must identify the awardee by grade, full name, duty assignment (except where the act was not performed as part of a duty assignment), location, and the inclusive dates.
4. The body of the citation should be written in narrative style, using short, simple, direct, and accurate facts in straightforward language. Avoid superfluous adjectives and other embellishments. Limit the body of the citation to about four good sentences.
5. Confine the closing to one sentence which will personalize the summation by use of the awardee's name and his/her attributes.
6. Avoid the use of code names in the citation. Do not use any acronyms or abbreviations, other than Jr., Sr., II, etc., following the individual's name. For compound grade titles, such as First Lieutenant, Staff Sergeant, etc., spell out the complete grade title in the opening and closing sentence, and use the short title for the balance of the citation; e.g., Colonel, Sergeant, etc. The only exception to this rule is for Marines, always refer to the service members by the full rank, example Staff Sergeant. Avoid compound verbs; i.e., instead of saying "his efforts have resulted ..." say "his efforts resulted"
7. For retirement awards, do not use the word "long" in the closing sentence except for retirement awards for 30 years or more service.
8. Do not modify the opening and closing sentences on the narratives and citation, since they are standard for each level of award.
9. USE OF ACRONYMS IN THE CITATION IS NOT AUTHORIZED.
10. 12 point courier is the only font authorized throughout the narrative. 14 point and 12 point CG TIMES font are the only authorized fonts for citations.

11 November 1998

ED 30-15

APPENDIX C (Cont)

Format for DMSM Forwarding Endorsement

When Directors/Office Chiefs have **not** signed the recommendation memorandum for award of the DMSM a forwarding endorsement signed by the Director/Office Chief must accompany the recommendation. The following is an example of such an endorsement:

ECDC (ECJX/Orig Date) 1st End Author/typist initial/phone #
SUBJECT: Recommendation for Award of the Defense Meritorious
Service Medal - Colonel Whomever, Full Name, Branch of Service

HQ, United States European Command, ATTN: ECDC, APO AE 09128

FOR Deputy Commander in Chief, United States European Command,
ATTN: ECJ1-AAD, APO AE 09128

I recommend approval of the recommendation for award of the
Defense Meritorious Service Medal to Grade, first name, middle
initial, last name, Service, and social security number.

2 Encls
nc

SIGNATURE OF
DIRECTOR/OFFICE CHIEF

11 November 1998

APPENDIX D

Format for JSCM Recommendation

(Letterhead)

ECJX (672)

(Date)

MEMORANDUM FOR Deputy Commander in Chief, United States European
Command, ATTN: (ECJ1-AAD), APO AE 09128

SUBJECT: Recommendation for Award of the Joint Service
Commendation Medal

1. The following individual is recommended for award of the
Joint Service Commendation Medal for meritorious service (or
achievement).

a. Grade, first name, middle initial, last name, Service,
and social security number.

b. Duty assignment, organization of assignment.

c. Specific inclusive dates for which recommended (enter
date, month, and year).

d. Service member to be reassigned permanent change of
station (retired from active military service) (relieved from
Active Duty) on_____.

e. Desired presentation date is_____. Forward award
elements to_____ for presentation.

f. Previous Service or Defense decorations: (Do not include
campaign or service ribbons, Good Conduct Medals, etc.)

g. No other award to this individual for this action is
pending, and no previous award has been made for the act or
service described herein.

h. Performance Efficiency (Effectiveness) Reports have been
consistent with the performance indicated in the citation.

i. Point of contact and DSN number:

11 November 1998

ED 30-15

APPENDIX D (Cont)

Format for JSCM Recommendation

ECJX

SUBJECT: Recommendation for Award of the Joint Service
Commendation Medal - Grade, First, MI, Last Name, Branch of
Service

2. Enclosed are the narrative description of the service (or
achievement) and the proposed citation.

2 Encls
as

(Signature of recommending
official)

APPENDIX D (Cont)
JSCM

NARRATIVE DESCRIPTION:

The narrative should be specific and factual, listing concrete examples of exactly what the member did, how it was accomplished, and what benefits or results were realized that significantly exceeded expected performance of duty. Paragraph format as shown on this example is standard for all Joint narrative descriptions.

NARRATIVES ARE LIMITED TO TWO-DOUBLE SPACED TYPEWRITTEN PAGES WITH 1" MARGINS, UTILIZING 12 Point COURIER FONT.

OPENING SENTENCE:

Lieutenant Commander William L. Kiser, Sr., United States Navy, distinguished himself by meritorious service (or achievement) as (duty assignment and directorate or while assigned to (office)), Headquarters, United States European Command from (day, month, year) to (day, month, year).

During this period, Commander Kiser's outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problem areas in the field of brain surgery and in developing and implementing research projects capable of solving these problems.

CLOSING SENTENCE:

(PCS)

The distinctive accomplishments of Lieutenant Commander Kiser reflect credit upon himself, the United States Navy and the Department of Defense.

APPENDIX D (Cont)
JSCM

CLOSING SENTENCE (Cont):

(Retirement Award)

The distinctive accomplishments of Lieutenant Commander Kiser culminate a (long and) (use the word long only for 30 or more years of service) distinguished career in the service of his country and reflect credit upon himself, the United States Navy and the Department of Defense.

(Posthumous Award)

The distinctive accomplishments of Lieutenant Commander Kiser in the service of his country reflect credit upon himself, the United States Navy and the Department of Defense.

11 November 1998

APPENDIX D (Cont)
JSCM

CITATIONS

CITATIONS FOR THE JSCM WILL BE PREPARED AS SHOWN IN THE SAMPLE ON THE NEXT PAGE. NO ACRONYMS WILL BE USED ON CITATIONS. Format shown on the example is standard for DMSM, JSCM and JSAM citations.

OPENING SENTENCE

Lieutenant Commander William L. Kiser, Sr., United States Navy, distinguished himself by meritorious service as Communications and Electronics Training Advisor, Navy Section, Joint United States Military Mission for Aid to Turkey from 12 May 1985 to 12 May 1988.

CLOSING SENTENCES:
(PCS)

The distinctive accomplishments of Lieutenant Commander Kiser reflect credit upon himself, the United States Navy and the Department of Defense.

(Retirement)

The distinctive accomplishments of Lieutenant Commander Kiser culminate a long and (long is only used when service is for 30 years or more) distinguished career in the service of his country and reflect credit upon himself, the United States Navy and the Department of Defense.

(Posthumous Award)

The distinctive accomplishments of Lieutenant Commander Kiser in the service of his country reflect credit upon himself, the United States Navy and the Department of Defense.

***CITATION TO ACCOMPANY THE AWARD OF THE
JOINT SERVICE COMMENDATION MEDAL***

WILLIAM L. KISER, SR.

[illegible]

APPENDIX D (Cont)
JSCM

NOTES on the format for JSCM Narratives and Citations

1. Narratives for the JSCM must be prepared on 8 1/2 x 11 inch plain bond paper and **WILL NOT EXCEED TWO DOUBLE SPACED TYPEWRITTEN PAGES WITH 1" MARGINS, UTILIZING 12 Point COURIER FONT.** Narratives exceeding the two page limit will be returned for correction.
2. Citations for the JSCM must be prepared on 11 x 8.5 inch plain bond paper and **WILL NOT EXCEED THE LINE LIMITATIONS LISTED ON THE PRECEDING EXAMPLE.** Citations exceeding the example limit will be returned for correction.
3. The opening sentence must identify the awardee by grade, full name, duty assignment (except where the act was not performed as part of a duty assignment), location, and the inclusive dates.
4. The body of the citation should be written in narrative style, using short, simple, direct, and accurate facts in straightforward language. Avoid superfluous adjectives and other embellishments. Limit the body of the citation to about four good sentences.
5. Confine the closing to one sentence which will personalize the summation by use of the awardee's name and his/her attributes.
6. Avoid the use of code names in the citation. Do not use any acronyms or abbreviations, other than Jr., Sr., II, etc., following the individual's name. For compound grade titles, such as First Lieutenant, Staff Sergeant, etc., spell out the complete grade title in the opening and closing sentence, and use the short title for the balance of the citation; e.g., Colonel, Sergeant, etc. The only exception to this rule is for Marines, always refer to the service members by the full rank, example Staff Sergeant. Avoid compound verbs; i.e., instead of saying "his efforts have resulted ..." say "his efforts resulted"
7. For retirement awards, do not use the word "long" in the closing sentence except for retirement awards for 30 years or more service.
8. Do not modify the opening and closing sentences on the narratives and citation, since they are standard for each level of award.
9. USE OF ACRONYMS IN THE CITATION IS NOT AUTHORIZED.
10. 12 point courier is the only font authorized throughout the narrative. 14 point and 12 point CG TIMES font are the only authorized fonts for citations.

11 November 1998

ED 30-15

APPENDIX D (Cont)
JSCM

Format for JSCM Approval

(Letterhead)

ECJX (672)

(Date)

MEMORANDUM FOR Deputy Commander in Chief, United States European
Command, ATTN: (ECJ1-AAD), APO AE 09128

SUBJECT: Award of the Joint Service Commendation Medal

1. I have approved award of the Joint Service Commendation Medal for meritorious service (or achievement) for the below named individual.

a. (Grade, first name, middle initial, last name, Service, and social security number.)

b. (Duty assignment, organization of assignment, Note 2).

c. (Specific inclusive dates for which recommended (enter date, month, and year)).

d. Service member to be reassigned permanent change of station (retired from active military service) (relieved from Active Duty) on_____.

e. Desired presentation date is_____. Forward award elements to_____ for presentation.

f. Previous Service or Defense decorations: (Do not include campaign or service ribbons, Good Conduct Medals, etc.)

g. No other award to this individual for this action is pending, and no previous award has been made for the act or service described herein.

h. Performance Efficiency (Effectiveness) Reports have been consistent with the performance indicated in the citation.

i. Point of contact and DSN number:

11 November 1998

APPENDIX D (Cont)
JSCM

Format for JSCM Approval

ECJX

SUBJECT: Award of the Joint Service Commendation Medal - Grade,
First, MI, Last Name, Branch of Service

2. Enclosed are the narrative description of the service (or
achievement) and the proposed citation.

2 Encls
as

(Signature of approving official)

11 November 1998

ED 30-15

APPENDIX D (Cont)
JSCM

Format for JSCM Approval Forwarding Endorsement

When the Approving Authorities (Directors/Office Chiefs O-7 and above) have not signed the recommendation memorandum for award of the JSCM a forwarding endorsement signed by the Approving Authority must accompany the recommendation. The following is an example of such an endorsement:

ECJZ (ECJX/Orig Date) 1st End Author/typist initial/phone #
SUBJECT: Recommendation for Award of the Joint Service
Commendation Medal

HQ, United States European Command, ATTN: ECJZ, APO AE 09128

FOR Deputy Commander in Chief, United States European Command,
ATTN: (ECJ1-AAD), APO AE 09128

I have approved award of the Joint Service Commendation Medal for meritorious service (or achievement) for Grade, first name, middle initial, last name, Service, and social security number.

2 Encls
nc

(Signature of
Approving Official)

11 November 1998

APPENDIX E
JSAM

Format for JSAM Recommendation

(Letterhead)

ECJX (672)

(Date)

MEMORANDUM FOR Deputy Commander in Chief, United States European
Command, ATTN: (ECJ1-AAD), APO AE 09128

SUBJECT: Award of the Joint Service Achievement Medal

1. The following individual is recommended for award of the Joint Service Achievement Medal for meritorious service (or achievement).

a. Grade, first name, middle initial, last name, Service, and social security number.

b. Duty assignment, organization of assignment.

c. Specific inclusive dates for which recommended (enter date, month, and year).

d. Service member to be reassigned permanent change of station (retired from active military service) (relieved from Active Duty) on_____.

e. Desired presentation date is_____. Forward award elements to_____ for presentation.

f. Previous Service or Defense decorations: (Do not include campaign or service ribbons, Good Conduct Medals, etc.)

g. No other award to this individual for this action is pending, and no previous award has been made for the act or service described herein.

h. Performance Efficiency (Effectiveness) Reports have been consistent with the performance indicated in the citation.

i. Point of contact and DSN number:

11 November 1998

ED 30-15

APPENDIX E (Cont)
JSAM

Format for JSAM Recommendation

ECJX

SUBJECT: Recommendation for Award of the Joint Service
Achievement Medal - Grade, First, MI, Last Name, Branch of Service

2. Enclosed are the narrative description of the service (or
achievement) and the proposed citation.

2 Encls
as

(Signature of recommending
official)

11 November 1998

APPENDIX E
JSAM

NARRATIVE DESCRIPTION:

The narrative should be specific and factual, listing concrete examples of exactly what the member did, how it was accomplished, and what benefits or results were realized that significantly exceeded expected performance of duty. Paragraph format as shown on this example is standard for all Joint narrative descriptions.

NARRATIVES ARE LIMITED TO TWO-DOUBLE SPACED TYPEWRITTEN PAGES WITH 1" MARGINS, UTILIZING 12 Point COURIER FONT.

OPENING SENTENCE:

Staff Sergeant Dwayne D. Lewis, Sr., United States Marine Corps, distinguished himself by meritorious service (or achievement) as (duty assignment and directorate or while assigned to (office)), Headquarters, United States European Command from (day, month, year) to (day, month, year).

During this period, Staff Sergeant Lewis' outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problem areas and initiated research projects capable of solving these problems.

CLOSING SENTENCE:

(PCS)

The distinctive accomplishments of Staff Sergeant Lewis reflect credit upon himself, the United States Marine Corps and the Department of Defense.

APPENDIX E
JSAM

CLOSING SENTENCE (Cont):

(Retirement Award)

The distinctive accomplishments of Staff Sergeant Lewis culminate a (long and) (use long only for service of 30 or more years) distinguished career in the service of his country and reflect credit upon himself, the United States Marine Corps and the Department of Defense.

(Posthumous Award)

The distinctive accomplishments of Staff Sergeant Lewis in the service of his country reflect credit upon himself, the United Marine Corps and the Department of Defense.

11 November 1998

APPENDIX E
JSAM

CITATIONS

CITATIONS FOR THE JSAM WILL BE PREPARED AS SHOWN IN THE SAMPLE ON THE NEXT PAGE. NO ACRONYMS WILL BE USED ON CITATIONS. Format shown on the example is standard for DMSM, JSCM and JSAM citations.

OPENING SENTENCE

Staff Sergeant Dwayne D. Lewis, Sr., United States Marine Corps, distinguished himself by meritorious service as Communications and Electronics Training Advisor, Navy Section, Marine Directorate, Headquarters, United States European Command from 12 May 1996 to 12 May 1998.

CLOSING SENTENCES:
(PCS)

The distinctive accomplishments of Staff Sergeant Lewis reflect credit upon himself, the United States Marine Corps and the Department of Defense.

(Retirement)

The distinctive accomplishments of Staff Sergeant Lewis culminate a long and (long is only used when service is for 30 years or more) distinguished career in the service of his country and reflect credit upon himself, the United States Marine Corps and the Department of Defense.

(Posthumous Award)

The distinctive accomplishments of Staff Sergeant Lewis in the service of his country reflect credit upon himself, the United States Marine Corps and the Department of Defense.

APPENDIX E (Cont)
JSAM

NOTES on the format for JSAM Narratives and Citations

1. Narratives for the JSAM must be prepared on 8 1/2 x 11 inch plain bond paper and **WILL NOT EXCEED TWO DOUBLE SPACED TYPEWRITTEN PAGES WITH 1" MARGINS, UTILIZING 12 Point COURIER FONT.** Narratives exceeding the two page limit will be returned for correction.
2. Citations for the JSAM must be prepared on 11 x 8.5 inch plain bond paper and **WILL NOT EXCEED THE LINE LIMITATIONS LISTED ON THE PRECEDING EXAMPLE.** Citations exceeding the example limit will be returned for correction.
3. The opening sentence must identify the awardee by grade, full name, duty assignment (except where the act was not performed as part of a duty assignment), location, and the inclusive dates.
4. The body of the citation should be written in narrative style, using short, simple, direct, and accurate facts in straightforward language. Avoid superfluous adjectives and other embellishments. Limit the body of the citation to about four good sentences.
5. Confine the closing to one sentence which will personalize the summation by use of the awardee's name and his/her attributes.
6. Avoid the use of code names in the citation. Do not use any acronyms or abbreviations, other than Jr., Sr., II, etc., following the individual's name. For compound grade titles, such as First Lieutenant, Staff Sergeant, etc., spell out the complete grade title in the opening and closing sentence, and use the short title for the balance of the citation; e.g., Colonel, Sergeant, etc. The only exception to this rule is for Marines, always refer to the service members by the full rank, example Staff Sergeant. Avoid compound verbs; i.e., instead of saying "his efforts have resulted ..." say "his efforts resulted"
7. For retirement awards, do not use the word "long" in the closing sentence except for retirement awards for 30 years or more service.
8. Do not modify the opening and closing sentences on the narratives and citation, since they are standard for each level of award.
9. USE OF ACRONYMS IN THE CITATION IS NOT AUTHORIZED.
10. 12 point courier is the only font authorized throughout the narrative. 14 point and 12 point CG TIMES font are the only authorized fonts for citations.

APPENDIX E (Cont)

JSAM

Format for JSAM Approval

(Letterhead)

ECJX (672)

(Date)

MEMORANDUM FOR Deputy Commander in Chief, United States European
Command, ATTN: (ECJ1-AAD), APO AE 09128

SUBJECT: Award of the Joint Service Achievement Medal.

1. I have approved award of the Joint Service Achievement Medal for meritorious service (or achievement) for the below named individual.

a. (Grade, first name, middle initial, last name, Service, and social security number.)

b. (Duty assignment, organization of assignment, Note 2).

c. (Specific inclusive dates for which recommended (enter date, month, and year).)

d. Service member to be reassigned permanent change of station (retired from active military service) (relieved from Active Duty) on_____.

e. Desired presentation date is_____. Forward award elements to_____ for presentation.

f. Previous Service or Defense decorations: (Do not include campaign or service ribbons, Good Conduct Medals, etc.)

g. No other award to this individual for this action is pending, and no previous award has been made for the act or service described herein.

h. Performance Efficiency (Effectiveness) Reports have been consistent with the performance indicated in the citation.

i. Point of contact and DSN number:

11 November 1998

APPENDIX E (Cont)
JSAM

Format for JSAM Approval

ECJX

SUBJECT: Award of the Joint Service Achievement Medal - Grade,
First, MI, Last Name, Branch of Service

2. Enclosed are the narrative description of the service (or
achievement) and the proposed citation.

2 Encls
as

(Signature of Approving
Official)

11 November 1998

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APPENDIX E (Cont)
JSAM

Format for JSAM Approval Forwarding Endorsement

When the Approving Authorities (Directors/Deputy Directors/Office Chiefs O-6 and above) have not signed the recommendation memorandum for award of the JSAM a forwarding endorsement signed by the Approving Authority must accompany the recommendation. The following is an example of such an endorsement:

ECJZ (ECJX/Orig Date) 1st End Author/typist initial/phone #
SUBJECT: Recommendation for Award of the Joint Service Achievement Medal

HQ, United States European Command, ATTN: ECJZ, APO AE 09128

FOR Deputy Commander in Chief, United States European Command,
ATTN: (ECJ1-AAD), APO AE 09128

I have approved award of the Joint Service Achievement Medal for meritorious service or achievement for Grade, first name, middle initial, last name, Service, and social security number.

2 Encls
nc

(Signature of Approving
Official)

11 November 1998

APPENDIX FFormat for Reconsideration of Award - DDSM
(Letterhead)

ECJX (672)

(Date)

MEMORANDUM THRU

Deputy Commander in Chief, United States European Command, ATTN:
ECJ1-AAD, APO AE 09128Director for Manpower and Personnel, Office of the Joint
Chiefs of Staff, Washington, DC 20318-1000

FOR Secretary of Defense, Washington, DC 20301-5000

SUBJECT: Reconsideration of Award - (Grade, First Name, MI, Last
Name, and Branch of Service)

1. References.

a. (Headquarters Designation), (date), subject: Recommendation
for Award, (enclosed).b. Director for Manpower and Personnel Memorandum, (date),
subject: Award of the Defense _____(enclosed).2. Under the provisions of DoD 1348.33-M, request reconsideration
for award of the (title of award) to (Grade, First Name, MI, Last
Name).3. The references forwarded and subsequently downgraded a
recommendation that (Grade, First Name, MI, Last Name, Branch of
Service) be awarded the Defense Distinguished Service Medal for the
period (cite specific inclusive dates).4. (Instruction: The following paragraphs might read as follows):
In my view, (Grade, Last Name) consistently displayed meritorious
performance of duties in a position of significant responsibility
and clearly exceeds standards for this award. Additional
justification follows. OR, It is my belief that the degree of
responsibility held by (Grade, Last Name) coupled with his
extraordinary and outstanding performance warrant award of the
(title of award). (Grade, Last Name)'s entire period of (service)
(achievement) has been truly outstanding and clearly merits the
higher award. Additional justification follows.

APPENDIX F (Cont)

ECJX

SUBJECT: Reconsideration of Award - (Grade, First Name, MI, Last Name, and Branch of Service)

5. (Instructions: The additional information must be specific and factual, giving examples of exactly what the individual did, how it was done, what benefits or results were realized, or why or how such benefit or results significantly exceeded meritorious performance of duty. When using acronyms, the complete meaning will be used followed by the acronym in parenthesis. Do not simply recapitulate the original recommendation.)

2 Encls

(Recommending Official Signature)

1. (date of reference 1a) (subject:)
2. (date of reference 1b) (subject:)

APPENDIX GFormat for Reconsideration of Award - DSSM
(Letterhead)

ECJX (672)

(Date)

MEMORANDUM THRU

Deputy Commander in Chief, United States European Command, ATTN:
ECJ1-AAD, APO AE 09128Director for Manpower and Personnel, Office of the Joint
Chiefs of Staff, Washington, DC 20318-1000

FOR Chairman, Joint Chiefs of Staff, Washington, DC 20301-5000

SUBJECT: Reconsideration of Award - (Grade, First Name, MI, Last
Name, and Branch of Service)

1. References.

a. (Headquarters Designation), (date), subject: Recommendation
for Award, (enclosed).b. Director for Manpower and Personnel Memorandum, (date),
subject: Award of the Defense _____ (enclosed).2. Under the provisions of DoD 1348.33-M, request reconsideration
for award of the (title of award) to (Grade, First Name, MI, Last
Name).3. The references forwarded and subsequently downgraded a
recommendation that (Grade, First Name, MI, Last Name, Branch of
Service) be awarded the Defense Superior Service Medal for the
period (cite specific inclusive dates).4. (Instruction: The following paragraphs might read as follows):
In my view, (Grade, Last Name) consistently displayed meritorious
performance of duties in a position of significant responsibility
and clearly exceeds standards for this award. Additional
justification follows. OR, It is my belief that the degree of
responsibility held by (Grade, Last Name) coupled with his
extraordinary and outstanding performance warrant award of the
(title of award). (Grade, Last Name)'s entire period of (service)
(achievement) has been truly outstanding and clearly merits the
higher award. Additional justification follows.

APPENDIX G (Cont)

ECJX

SUBJECT: Reconsideration of Award - (Grade, First Name, MI, Last Name, and Branch of Service)

5. (Instructions: The additional information must be specific and factual, giving examples of exactly what the individual did, how it was done, what benefits or results were realized, or why or how such benefit or results significantly exceeded meritorious performance of duty. When using acronyms, the complete meaning will be used followed by the acronym in parenthesis. Do not simply recapitulate the original recommendation.)

2 Encls

(Recommending Official Signature)

1. (date of reference 1a) (subject:)
2. (date of reference 1b) (subject:)

11 November 1998

APPENDIX H

Format for Reconsideration of Award - DMSM or below
(Letterhead)

ECJX (672)

(Date)

MEMORANDUM FOR Deputy Commander in Chief, United States European
Command, ATTN: (ECJ1-AAD), APO AE 09128-4209

SUBJECT: Reconsideration of Award - (Grade, First Name, MI, Last
Name, and Branch of Service)

1. References.

a. (Headquarters Designation), (date), subject: Recommendation
for Award, (enclosed).

b. Director for Manpower and Personnel Memorandum, (date),
subject: Award of the Defense _____(enclosed).

2. Under the provisions of DoD 1348.33-M, request reconsideration
for award of the (title of award) to (Grade, First Name, MI, Last
Name).

3. The references forwarded and subsequently downgraded a
recommendation that (Grade, First Name, MI, Last Name, Branch of
Service) be awarded the (title of award) for the period (cite
specific inclusive dates).

4. (Instruction: The following paragraphs might read as follows):
In my view, (Grade, Last Name) consistently displayed meritorious
performance of duties in a position of significant responsibility
and clearly exceeds standards for this award. Additional
justification follows. OR, It is my belief that the degree of
responsibility held by (Grade, Last Name) coupled with his
extraordinary and outstanding performance warrant award of the
(title of award). (Grade, Last Name)'s entire period of (service)
(achievement) has been truly outstanding and clearly merits the
higher award. Additional justification follows.

5. (Instructions: The additional information must be specific and
factual, giving examples of exactly what the individual did, how it
was done, what benefits or results were realized, or why or how
such benefit or results significantly exceeded meritorious

11 November 1998

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APPENDIX H (Cont)

ECJX

SUBJECT: Reconsideration of Award - (Grade, First Name, MI, Last Name, and Branch of Service)

performance of duty. When using acronyms, the complete meaning will be used followed by the acronym in parenthesis. Do not simply recapitulate the original recommendation.)

- 2 Encls (Recommending Official Signature)
1. (date of reference 1a) (subject:)
 2. (date of reference 1b) (subject:)

11 November 1998

APPENDIX I

Format for Recommendation
HQ USEUCOM Certificate of Achievement/Appreciation
(Headquarters Designation)

ECJX (672-5-1b)

(Date)

MEMORANDUM FOR Deputy Commander in Chief, United States
European Command, ATTN: ECJ1-AAD, APO AE 09128

SUBJECT: HQ USEUCOM Certificate of Achievement/Appreciation
(whichever is applicable)

1. Recommend the following individual be awarded the HQ USEUCOM Certificate of Achievement (Appreciation) for faithful (commendable) service.

- a. (Grade, full name, Service, and social security number)
- b. (Duty assignment and organization at time of service or act)
- c. (Date of reassignment, retirement, or separation)

2. Furnish a statement indicating that efficiency (effectiveness) (fitness) reports have been and will be consistent with performance indicated (required only for U.S. military personnel).

3. Furnish a statement indicating that no other award to this member, for this action, is pending, and that no previous award has been made for the service described herein.

4. Give date of presentation and address where certificate should be forwarded if the recommendation is approved.

5. Give a narrative description of the service performed, the period covered, and a proposed citation. (See notes)

Encl
Proposed Citation

(Signature of Recommending
Official)

APPENDIX I (Cont)

NOTES:

1. In most cases, citations for volunteer services may read as follows:

"In grateful recognition of outstanding contributions to the welfare and benefit of the American military and civilian community overseas through volunteer work in support of Community Service Projects."

2. Certificates for foreign nationals who have strengthened the bonds of friendship between their country and the United States may read as follows:

"In grateful recognition of outstanding contributions to international understanding, friendly relations, and allied cooperation through exceptional services rendered to the Armed Forces of The United States of America."

Headquarters



United States European Command

Award is hereby made of this

Certificate of Appreciation
To

For:

Date

Headquarters



United States European Command

Award is hereby made of this

Certificate of Achievement

To

For:

Date

Headquarters United States European Command
Certificate of Appreciation

is Awarded to

for

This ____ day of ____ 19 ____

11 November 1998

ED 30-15

APPENDIX M

Format for Letter/Memorandum of Appreciation

Air Force Indorsement Letter/Memorandum

LETTERHEAD

Date

MEMORANDUM FOR xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

FROM: xxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxx

SUBJECT: Letter of Appreciation

1. It gives me a great deal of pleasure to tell you of the fine work of Rank/Service Member's Name. He/She provided outstanding support to me and my staff during my visit on 15-16 August 1979. Their preparation, planning, and execution of my schedule and tour were well done.

2. Please pass on to this fine officer/NCO my appreciation for their efforts and best wishes for continued success in their Air Force careers.

DENNIS B. SULLIVAN, Colonel, USAF
Commander

11 November 1998

APPENDIX N

Format for Letter/Memorandum of Appreciation

Army

LETTERHEAD

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR

SUBJECT: Letter of Appreciation

1. It gives me a great deal of pleasure to tell you of the fine work of Rank/Service Member's Name. He/She provided outstanding support to this Headquarters during a recent exercise. His/Her cheerful, prompt response and "can do" spirit goes a long way towards improving support to this Headquarters' mission.
2. On behalf of the Commander in Chief, 1st PERSCOM, please pass along my thanks to Rank/Service Member's Name for his/her efforts and best wishes for continued success in their Army careers.
3. Letters Appreciation/Commendation pertaining to U.S. Army personnel may be filed in official personnel records only when directed by a Service Secretary or higher.

JOHN B. SMITH
Brigadier General, USA
Commander

APPENDIX O

Format for Letter/Memorandum of Appreciation

Navy/Marine Corps

LETTERHEAD

THE COMMANDING OFFICER

TAKES PLEASURE IN PRESENTING

A LETTER OF COMMENDATION

TO

JAMES J. SEASICK

UNITED STATES NAVY (or) MARINE CORPS

Indent paragraphs and then begin typing the narrative portion of the letter.

J. W. PARKER, JR.
Commander, U.S. Navy
Commanding Officer

This form is subject to the Privacy Act of 1974.

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RECOMMENDATION FOR DEFENSE AWARD (Continued)

This form is for DMSM, JSAM, and JSCM awards only. Refer to instructions in ED 30-15 for all other awards.
This form is subject to the Privacy Act of 1974.

23. NOMINEE NAME
SELBY, SANDRA A.

24. NOMINEE SSN
111-22-3333

PART IV - PROPOSED CITATION

25. PROPOSED CITATION *(See ED 30-15 for Citation Information)*

Lieutenant Colonel Sandra A. Selby, United States Air Force, distinguished herself by exceptionally meritorious service as Chief, Policy Division, Manpower and Personnel Directorate, Headquarters, United States European Command from 3 April 1995 to 12 December 1998. During this period, Colonel Selby The distinctive accomplishments of Lieutenant Colonel Selby reflect great credit upon herself, the United States Air Force and the Department of Defense.

(The proposed citation is limited to the space in Block 25. Always use the standard opening and closing statements as applicable to the recommended award. Acronyms are not allowed within the citation.)

PART V - RECOMMENDATIONS/APPROVAL/DISAPPROVAL

26. INTERMEDIATE
AUTHORITY

a. NAME/RANK

b. TITLE/POSITION/OFFICE SYMBOL

c. RECOMMENDED *(Mark One Block)*

APPROVAL ☐

DISAPPROVAL ☐

d. RECOMMEND UPGRADE OR DOWNGRADE TO:
(Indicate Type of Award)

e. SIGNATURE

f. COMMENTS

g. DATE

(If the Director is the recommender, an Intermediate Authority is not required)

27. APPROVAL
AUTHORITY

a. NAME/RANK

b. TITLE/POSITION/OFFICE SYMBOL

C. S. ABBOT, Admiral, USN

Deputy Commander in Chief/ECDC

c. ACTION *(Mark One Block)*

APPROVED ☐

DISAPPROVED ☐

d. UPGRADE OR DOWNGRADE TO:
(Indicate Type of Award)

e. SIGNATURE

f. COMMENTS

g. DATE

PART VI - ADJUTANT GENERAL COMMENTS

28. a. COMMENTS

28. b. DESIRED PRESENTATION DATE

28. c. PREVIOUS USEUCOM AWARDS

PART VII - COMMAND STAFFING

	* ACTION	NAME	DATE	APPROVAL/DISAPPROVAL	DOWNGRADE
J1					
ECJS					
ECSE (Enl. Only)					
COS					

SJS Instructions Return to:

P-2

See DCINC and/or COS Notes

☐

* LEGEND A-Action C-Concurrence/Comment I-Info P-For Approval S-For Signature E-Expedite

APPENDIX Q

INSTRUCTIONS FOR COMPLETING USEUCOM 30-15c

BLOCK #

- 1 - **TO:** Cannot be filled in by user.
2. **FROM:** Official mailing address of recommending activity.
3. **DATE:** Self explanatory.
4. **NAME:** LAST, FIRST, MIDDLE INITIAL of the recommended individual.
5. **RANK:** Rank of the recommended individual, not Pay Grade. Use an actual rank title, i.e., SGT, SSgt, CPT, LtCol, CDR.
6. **BRANCH OF SERVICE:** Branch of Service in which the recommended individual is serving. If the individual is a Reservist, follow the branch of Service with an "R" (i.e., USAFR, USAR, USNR, USMCR).
7. **SSN:** Social Security Number of the recommended individual.
8. **TIME ON STATION:** Number of years and months recommended individual has been assigned to the activity.
9. **DUTY TITLE:** Duty Title of the recommended individual.
10. **ORGANIZATION/OFFICE SYMBOL:** Organization and Office Symbol of the recommended individual, i.e., HQ, USEUCOM/ECJ33.
11. **DUTY POSITION:** Paragraph and line number from the Joint Manning Document to which the recommended individual is assigned. If individual is TDY to the recommending activity, a copy of TDY orders must be attached to the recommendation.
12. **PREVIOUS DEFENSE AWARDS:** List all previous defense (joint) awards (DDSM, DSSM, DMSM, JSCM and JSAM). Do not list Service awards.
13. **RECOMMENDED AWARD:** Place an "X" in the appropriate box.
14. **PERIOD OF AWARD:** Indicate a beginning (FROM) and an ending (TO) date for the recommended award.
15. **REASON FOR AWARD:** Indicate whether award is for Achievement (impact or completion of TDY), Service or PCS (end of tour), ETS or Retirement (Separation) or Posthumous.
16. **DESIRED PRESENTATION DATE:** Enter the date you desire to present the award to the recommended individual. Do not enter "MAIL" or "FORWARD". If the recommended individual has departed, the award will be returned to the recommending activity for disposition.
17. **DEPARTURE DATE (PCS Only):** If the award is an End of Tour (PCS) award, indicate in block 14c the departure date of the recommended individual.
18. **NAME/RANK/BRANCH OF SERVICE (Recommending Official):** Indicate the complete name/rank and branch of Service of the person recommending the award.
19. **TITLE/POSITION:** Indicate the Title and Position of the person named in Item 16.

APPENDIX Q**INSTRUCTIONS FOR COMPLETING USEUCOM 30-15c
(Continued)**

20. **SIGNATURE:** Signature of the person named in item 16.
21. **ORGANIZATION/OFFICE SYMBOL:** Indicate the Organization and Office Symbol of the person named in Item 16.
22. **AWARD JUSTIFICATION BULLET STATEMENTS:** Use specific examples of meritorious acts or service in BULLET FORMAT only. Bullet comments are limited to the space provided, no continuation pages are authorized. Begin each bullet comment with a hyphen. Examples:
- Created a database that accurately tracks 100,000 spare parts.
 - Authored a comprehensive command directive on spare part management.
 - Directive was recognized by the Director as the best seen to date.
23. **NOMINEE NAME:** Last name, first name and middle initial of recommended individual, this must be the same information that is in Block 4.
24. **NOMINEE SSN:** Social Security number of recommended individual, this must be the same information that is in Block 7.
25. **PROPOSED CITATION:** Type in the proposed citation for the recommended award. See the appropriate appendix for instructions on preparing citations and standard opening and closing sentences (DMSM, Appendix C; JSCM Appendix D; and JSAM, Appendix E). Citation is limited to the space provided. No continuation pages are authorized.
26. **INTERMEDIATE AUTHORITY:** The intermediate authority should be the Director or Office Chief, if the recommending official is not the Director or Office Chief. If the intermediate authority has authority to approve the recommended award then this section can be left blank and Section 27 can be used.
- a. **NAME/RANK:** Name and rank of the intermediate authority.
 - b. **TITLE/POSITION/OFFICE SYMBOL:** Title or position and office symbol of the intermediate authority.
 - c. **RECOMMENDED:** Place an "X" in the appropriate box.
 - d. **RECOMMEND UPGRADE OR DOWNGRADE TO:** If upgrade or downgrade of the recommended award is recommended by the intermediate authority, place the name of the appropriate award in this block.
 - e. **SIGNATURE:** Signature of the intermediate authority.
 - f. **COMMENTS:** Any comments that the intermediate authority desires to make will be placed in this block.
27. **APPROVAL AUTHORITY:** The approval authority can be a Director, Office Chief, HQ USEUCOM Chief of Staff or HQ USEUCOM DCINC. If the intermediate authority has authority to approve the recommended award then complete this section and leave Section 26 blank.

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APPENDIX Q

**INSTRUCTIONS FOR COMPLETING USEUCOM 30-15c
(Continued)**

- a. **NAME/RANK:** Name and rank of the approval authority.
- b. **TITLE/POSITION/OFFICE SYMBOL:** Title or position and office symbol of the approval authority.
- c. **ACTION:** Place an "X" in the appropriate box.
- d. **UPGRADE OR DOWNGRADE TO:** If upgrade or downgrade of the recommended award is directed by the approval authority, place the name of the appropriate award in this block.
- e. **SIGNATURE:** Signature of the approval authority.
- f. **COMMENTS:** Any comments that the approval authority desires to make will be placed in this block.

PARTS VI AND VII ARE FOR USE ONLY BY THE AWARDS AND DECORATIONS SECTION AND THE HQ USEUCOM COMMAND GROUP

11 November 1998

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APPENDIX R
(OPTIONAL NOMINATION FORMAT)

MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL (MOVSM)

1. NOMINEE'S NAME GRADE SSAN SERVICE UNIT SERVICING MIL PERS OFFICE
2. PERIOD FOR WHICH NOMINATED _____
3. DESCRIPTION OF COMMUNITY SERVICE

(Provide data for each community activity supported. No more than one activity is required.)

a. COMMUNITY ACTIVITY NAME ADDRESS PHONE POINT OF CONTACT

(1) Brief description of mission and population served.

(2) Period of Service.

(3) Brief description of service rendered; impact/results achieved; approximate hours contributed.

b. COMMUNITY ACTIVITY NAME ADDRESS PHONE POINT OF CONTACT

Note: To list service with additional activities continue on plain bond paper in the above format.

4. TOTAL HOURS COMMUNITY SERVICE THIS PERIOD _____
5. SUPERVISOR'S NAME GRADE DUTY TITLE SIGNATURE DATE
6. COMMANDER'S COMMENTS
7. COMMANDER'S CERTIFICATION

This individual performed outstanding volunteer service to the community of a sustained, direct and consequential nature and is recommended for award of the Military Outstanding Volunteer Service Medal. His/Her service throughout this period was honorable.

DUTY TITLE SIGNATURE COMMANDER'S NAME GRADE DATE

8. MILITARY SERVICE AWARD APPROVAL AUTHORITY

APPROVED

DISAPPROVED

AWARDING AUTHORITY NAME GRADE DUTY TITLE SIGNATURE DATE